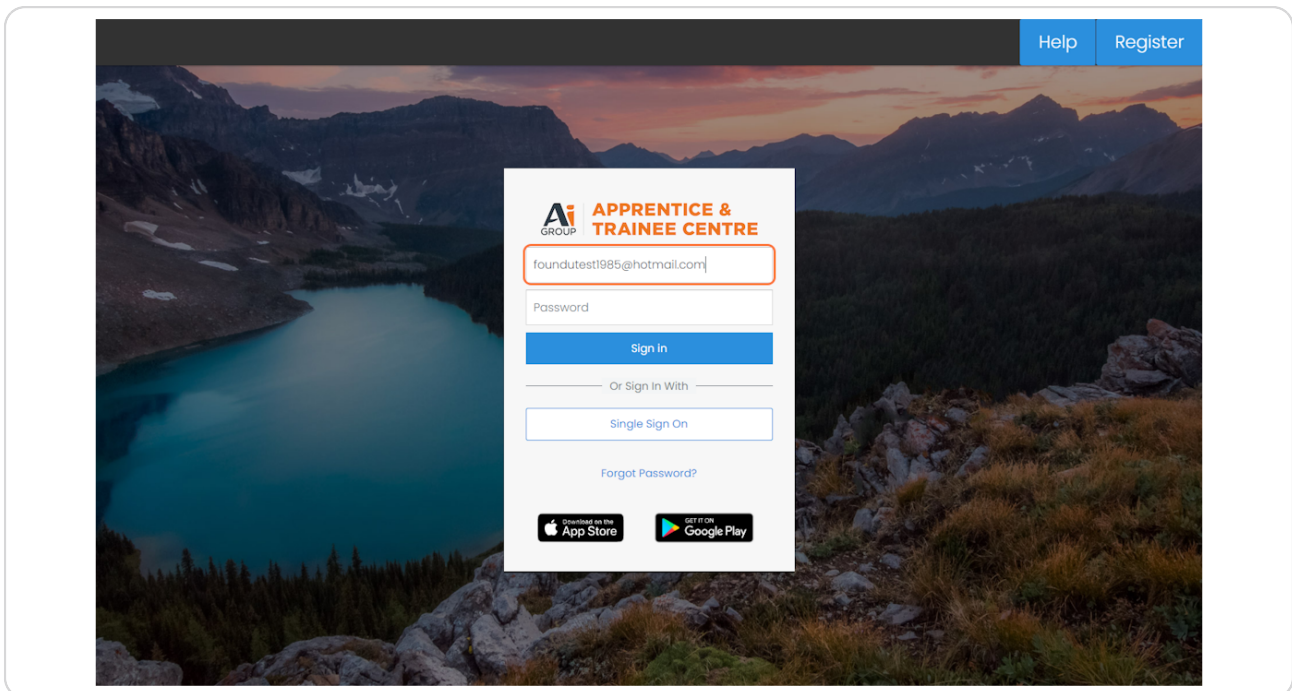


✓ Within this how to guide all the images will display the steps highlighted in orange.

## STEP 1

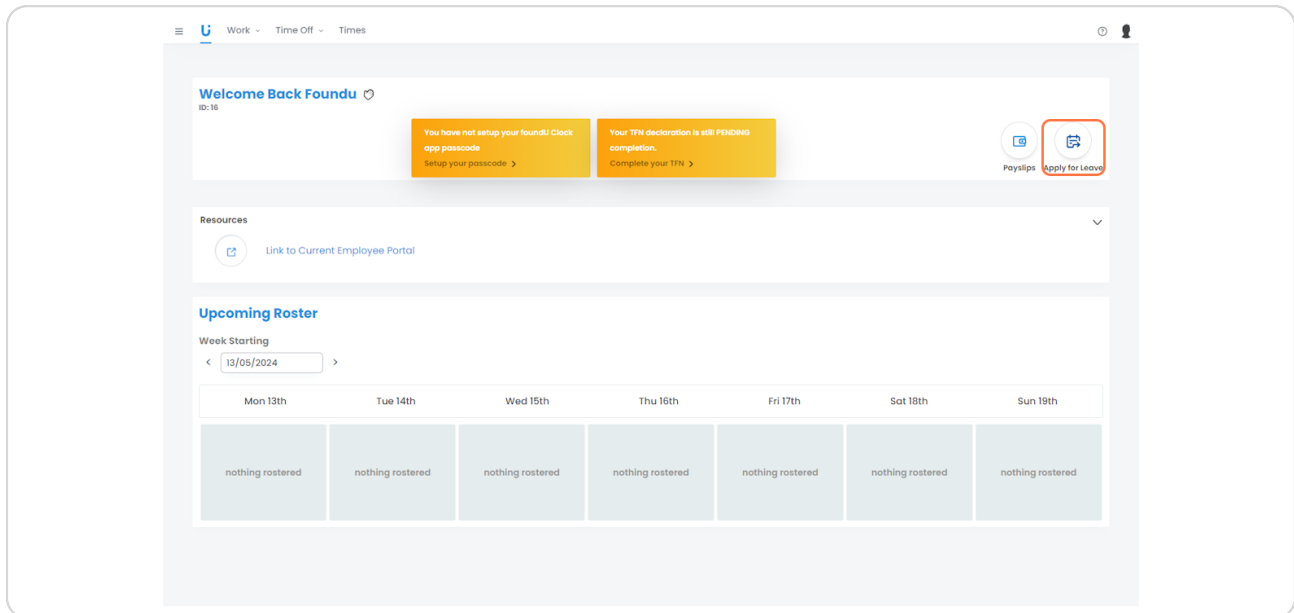
### Login to your FoundU profile from your FoundU app or using your internet browser

Note: If you do not have the app you can download this in your Google Play or Apple App Store



## STEP 2

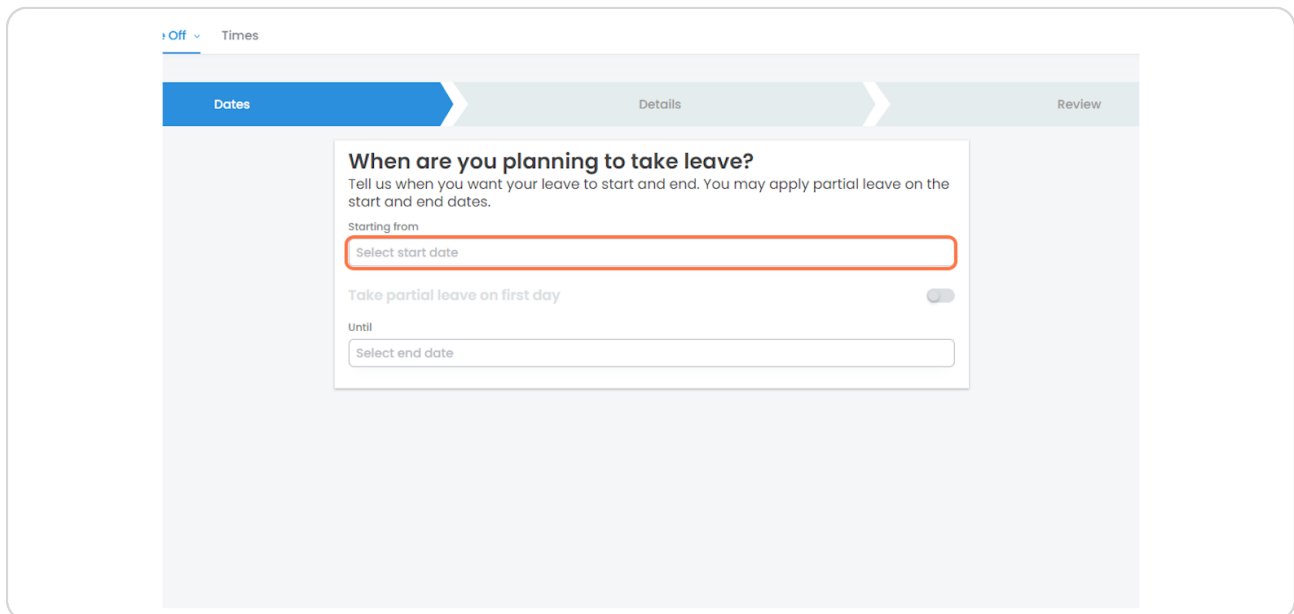
### Using your main homepage click on 'Apply for Leave'



## STEP 3

### Click on 'Starting from' to select your leave start date

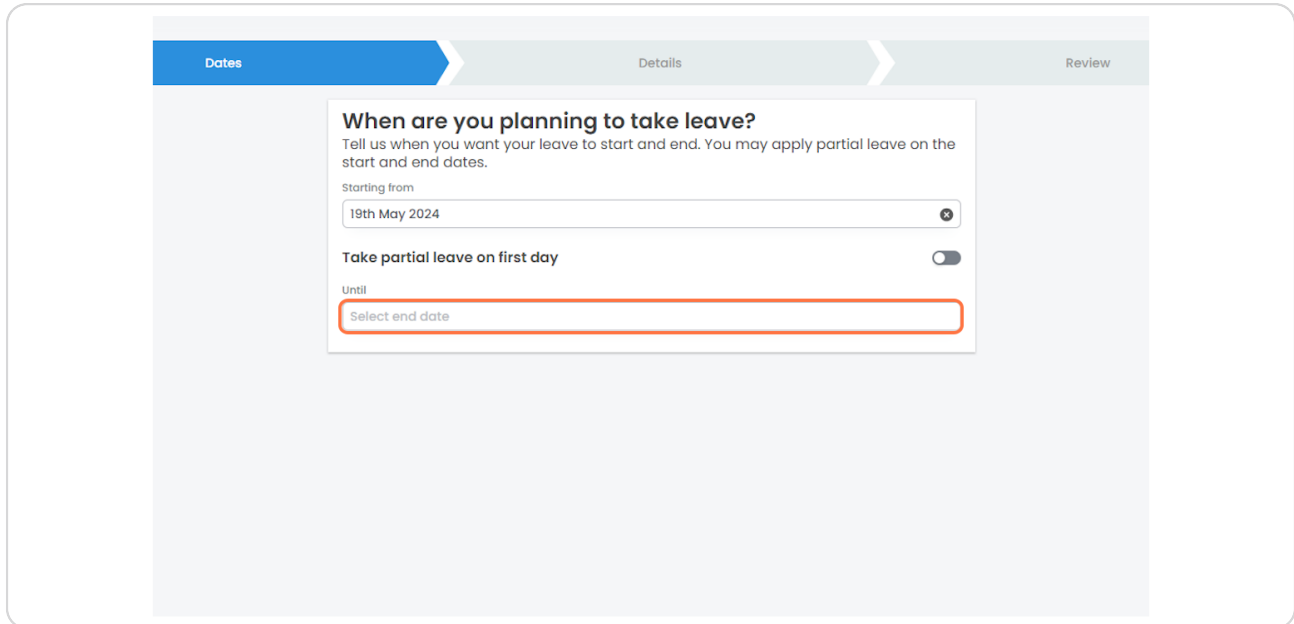
Note: If you are taking a partial leave day on the first day tick on 'Take partial leave on first day' and enter in the time you will begin your leave and the hours of leave you will take for that day



## STEP 4

### Select 'End date' to select your leave end date

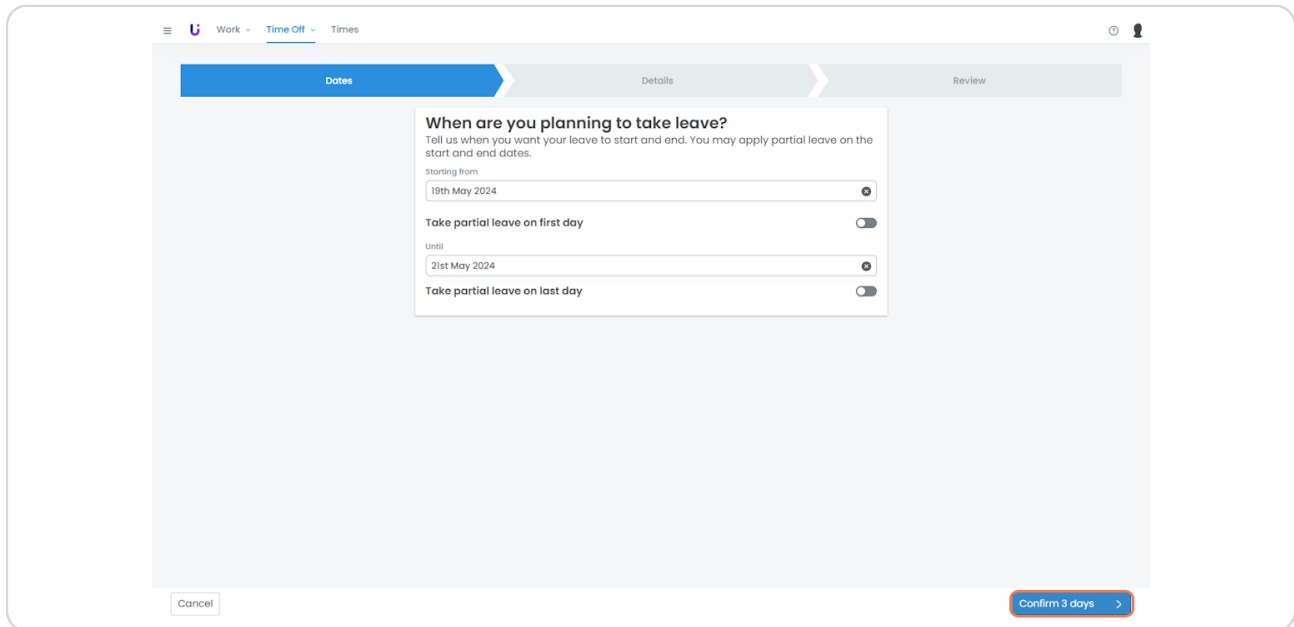
Note: If you are taking a partial leave on the last day enter in the time that your leave will end and the hours of leave you will be taking for that day



The screenshot shows a web interface for requesting leave. At the top, there are three tabs: 'Dates' (active), 'Details', and 'Review'. Below the tabs is a form titled 'When are you planning to take leave?'. The form includes a 'Starting from' field with the date '19th May 2024' and a close icon. Below this is a toggle switch for 'Take partial leave on first day' which is currently turned off. Underneath is an 'Until' field with the placeholder text 'Select end date', which is highlighted with a red border. The form is set against a light blue background.

## STEP 5

### Click on 'Confirm x days'



This screenshot shows the same 'Dates' step as in Step 4, but with more information. The 'Until' field now contains the date '21st May 2024'. Below it, there is a toggle switch for 'Take partial leave on last day' which is also turned off. At the bottom of the form, there are two buttons: a 'Cancel' button on the left and a 'Confirm 3 days' button on the right, which is highlighted with a red border. The top navigation bar shows 'Work - Time Off - Times' and a user profile icon.

## STEP 6

Click on the box for the relevant leave type you wish to take

Work - Time Off - Times

Dates Details Review

### When are you planning to take leave?

Starting on 19 May  
3 days (Ending 21 May)  
16.00 hrs total

Please select a leave type

<b>Annual Leave</b> 2.92 ESTIMATED BALANCE by 21 May 2024	Personal/Sick Leave BALANCE NOT VISIBLE	Compassionate Leave BALANCE NOT VISIBLE
Unpaid Leave BALANCE NOT VISIBLE	Annual Leave Gener... 2.92 ESTIMATED BALANCE by 21 May 2024	

Reasons for leave  
Let your manager know why  
0 / 200

Cancel Select leave type

## STEP 7

Enter in reason for leave and select 'Use x leave'

Work - Time Off - Times

Dates Details Review

### When are you planning to take leave?

Starting on 19 May  
3 days (Ending 21 May)  
16.00 hrs total

It looks like 13.08 hrs may be unpaid as you might not have enough leave to cover the request.

<b>Annual Leave</b> 2.92 ESTIMATED BALANCE by 21 May 2024	Personal/Sick Leave BALANCE NOT VISIBLE	Compassionate Leave BALANCE NOT VISIBLE
Unpaid Leave BALANCE NOT VISIBLE	Annual Leave Gener... 2.92 ESTIMATED BALANCE by 21 May 2024	

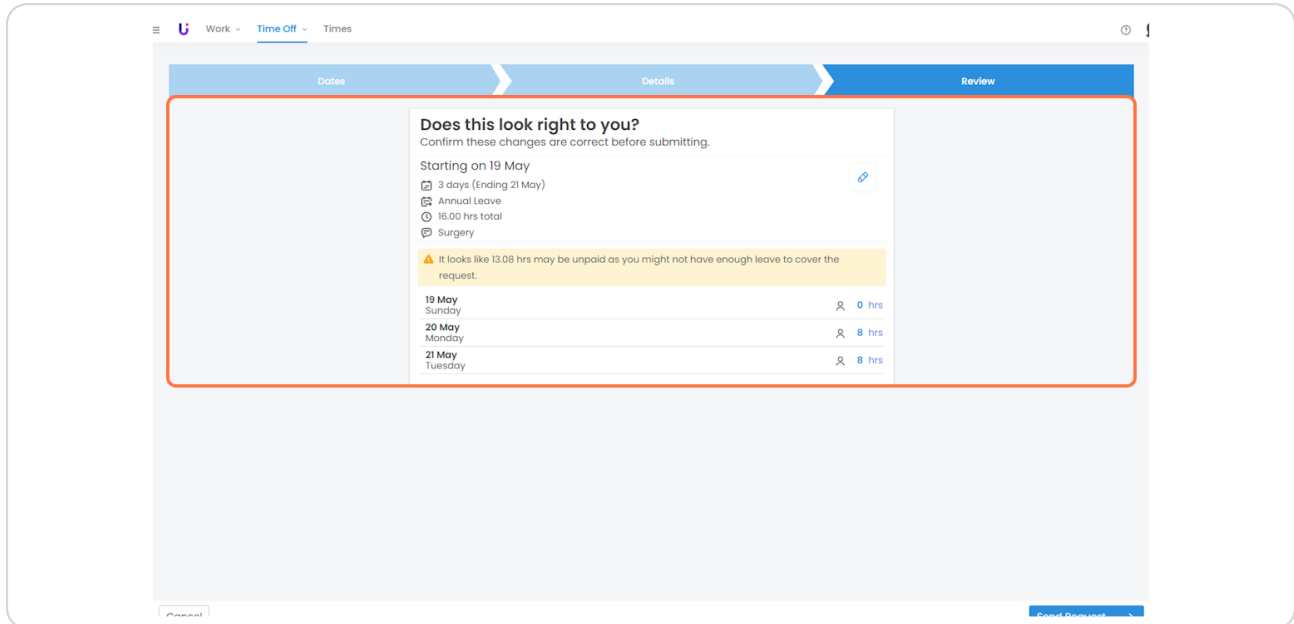
Reasons for leave  
Trip  
4 / 200

Cancel Use Annual Leave

## STEP 8

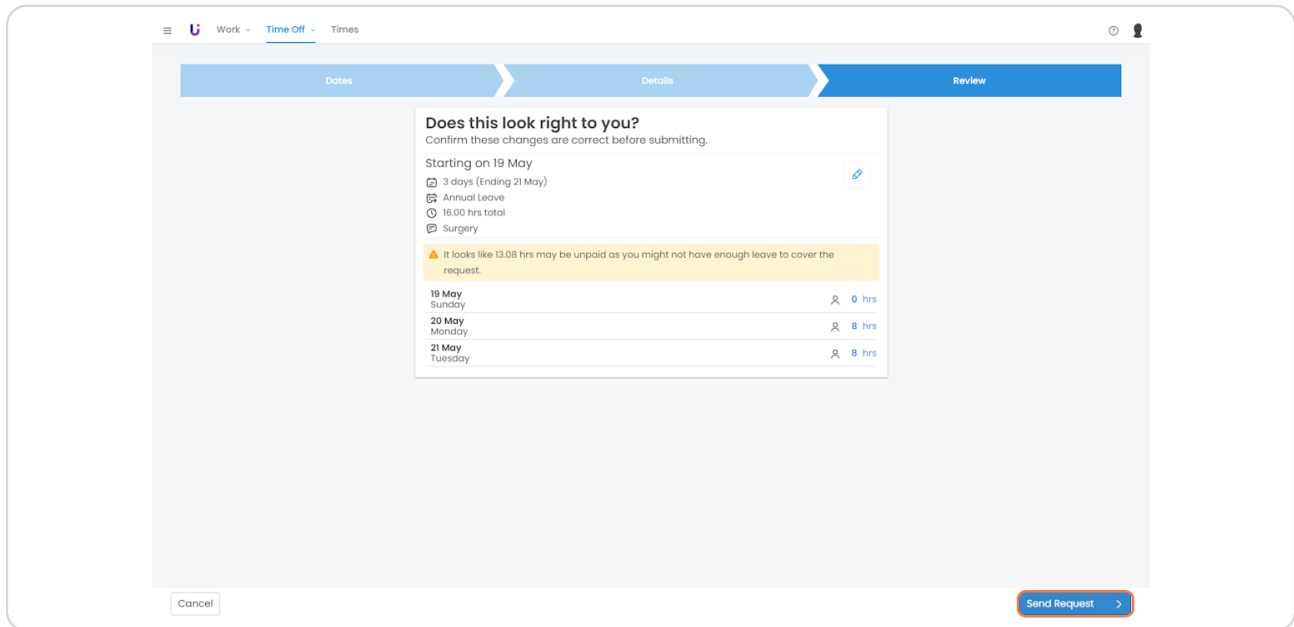
### Review dates and daily hours for leave period

Note: Hours outside standard work pattern should display '0' and if partial leave day is selected these details will also display



## STEP 9

### Click on 'Send Request'



## STEP 10

### Your leave will now show in 'Upcoming leave' section

Note: Where a leave application is pending approval an hourglass will display

If a leave application has been approved a green tick will display

If a leave application has been declined a red cross will display

The screenshot displays a user interface for managing time off. At the top, there is a navigation bar with a menu icon, a logo, and the text 'Work - Time Off - Times'. The main content area is divided into several sections:

- Balances:** A grid of five cards showing leave balances. The first card, 'Annual Leave', shows '0.00 HOURS AVAILABLE'. The second, 'Personal/Sick Leave', and the third, 'Compassionate Leave', both show 'BALANCE NOT VISIBLE' with a red eye icon. The fourth, 'Unpaid Leave', also shows 'BALANCE NOT VISIBLE' with a red eye icon. The fifth, 'Annual Leave Generi...', shows '0.00 HOURS AVAILABLE'. An 'Apply' button is located at the top right of this section.
- Upcoming leave:** A section highlighted with an orange border, containing one entry: '19 - 21 May 2024' for '16 hrs of Annual Leave', with a status of 'in 4 days' and a right-pointing arrow.
- History:** A list of past leave applications. The first entry is '23 - 29 Apr 2024' for '30 hrs of Annual Leave', marked as 'Declined' with a red cross icon. The other three entries are '18 Apr 2024' (8 hrs of Personal/Sick Leave), '03 - 09 Apr 2024' (38 hrs of Annual Leave), and '12 Mar 2024' (2 hrs of Annual Leave), all with hourglass icons and 'a month ago' or '2 months ago' status.