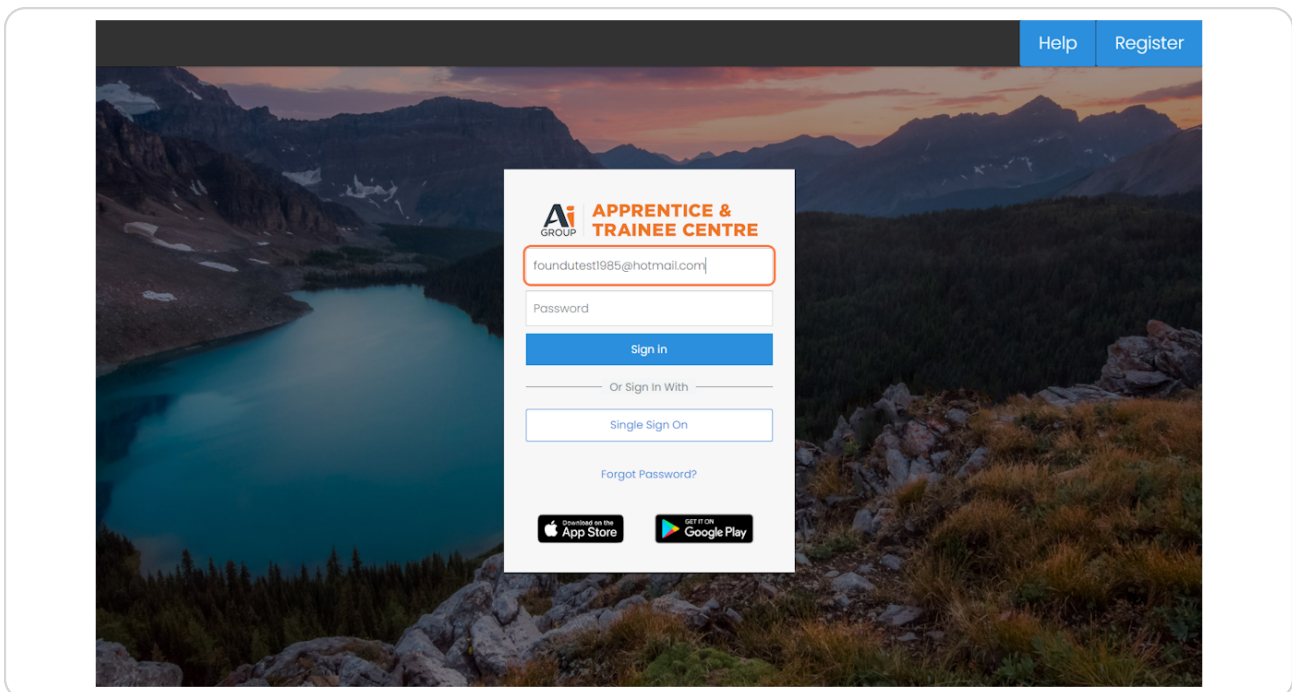


✓ Within this how to guide all the images will display the steps highlighted in orange.

STEP 1

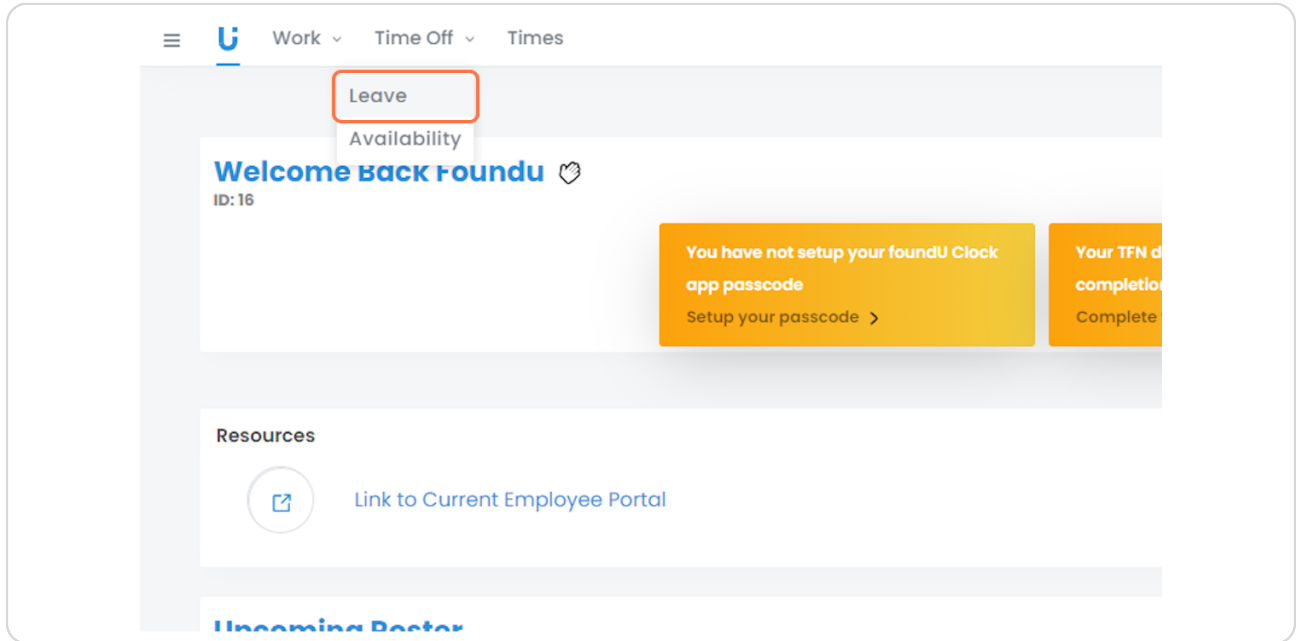
Login to your FoundU profile via the FoundU app or using your internet browser.

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



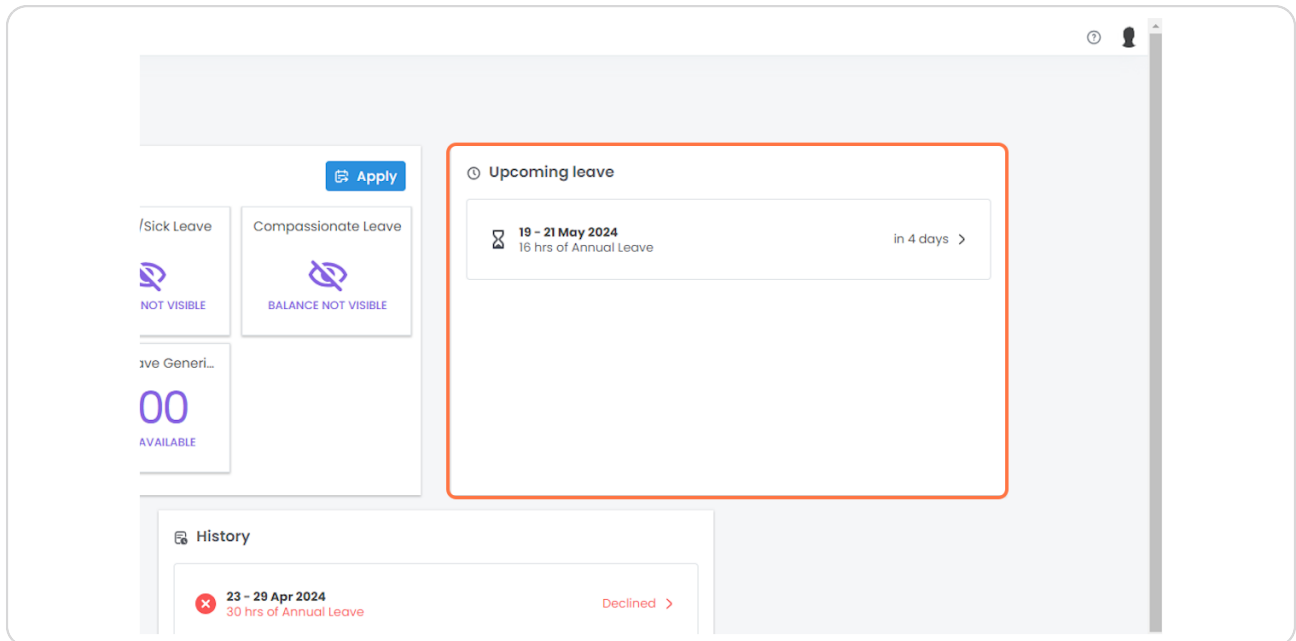
STEP 2

Using the top menu bar select 'Time off' & select 'Leave'



STEP 3

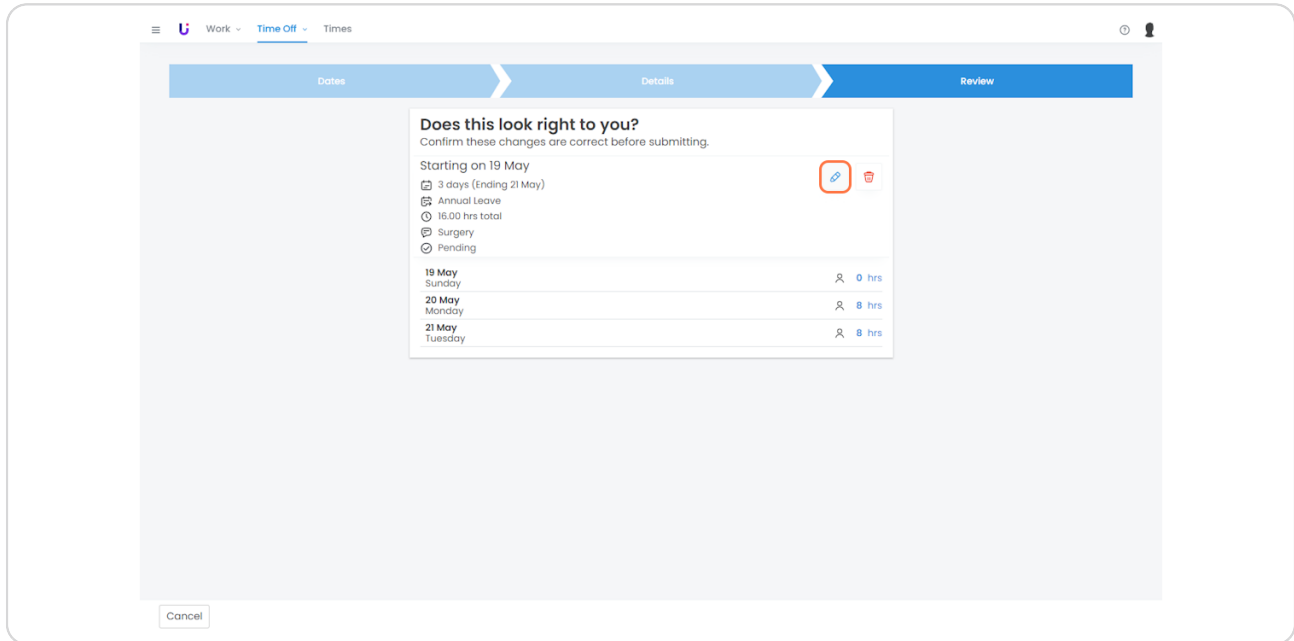
In the upcoming leave section, select the leave you wish to edit



STEP 4

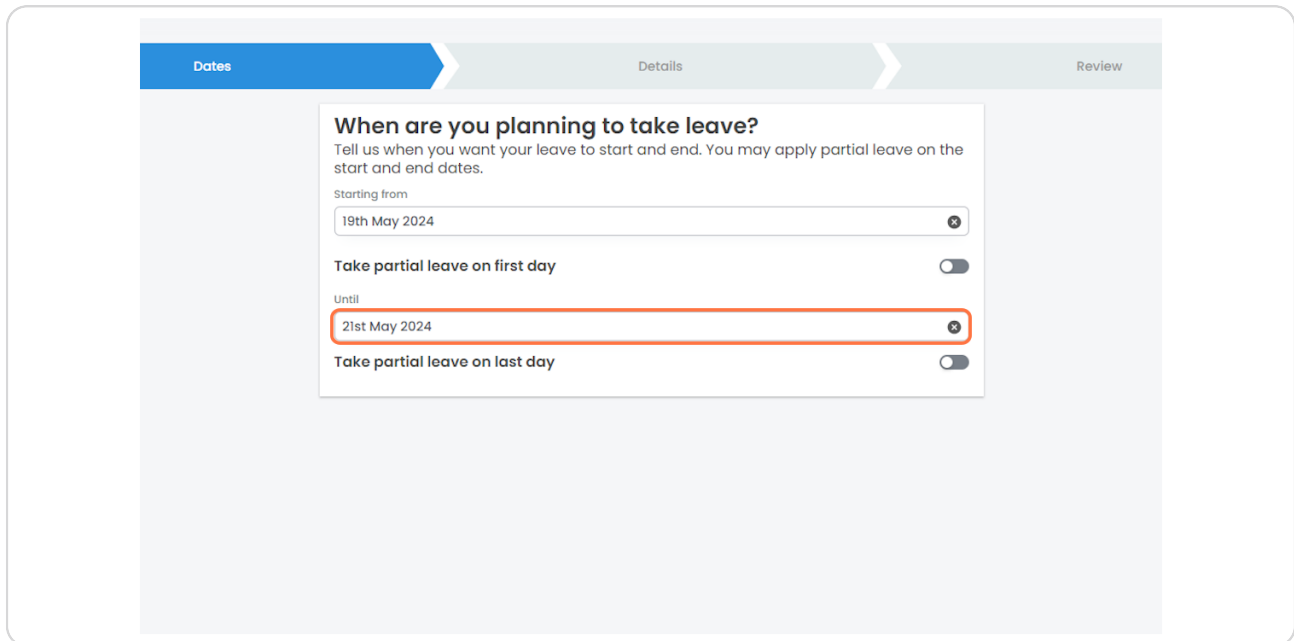
Once opened, select the blue edit pencil to edit your leave

Note: if you wish to delete the leave request entirely click the red trash can symbol



STEP 5

Review dates and make relevant changes



STEP 6

Select 'Confirm x days'

The screenshot shows a web interface for requesting leave. At the top, there are navigation tabs: 'Dates' (highlighted in blue), 'Details', and 'Review'. Below the tabs, a central box titled 'When are you planning to take leave?' contains the following information:

- Starting from: 19th May 2024
- Take partial leave on first day:
- Until: 22nd May 2024
- Take partial leave on last day:

At the bottom of the form, there is a 'Cancel' button on the left and a 'Confirm 4 days' button with a right-pointing arrow on the right.

STEP 7

Ensure that the relevant leave type is selected and change 'Reasons for leave' if required

The screenshot shows the 'Details' step of the leave request process. The 'Dates' tab is now greyed out, and the 'Details' tab is highlighted in blue. The central box contains the following information:

- Starting on 19 May
- 4 days (Ending 22 May)
- Annual Leave
- 24.00 hrs total
- Surgery
- Pending

A warning message states: "It looks like 20.46 hrs may be unpaid as you might not have enough leave to cover the request."

Below the warning, there are five leave type cards:

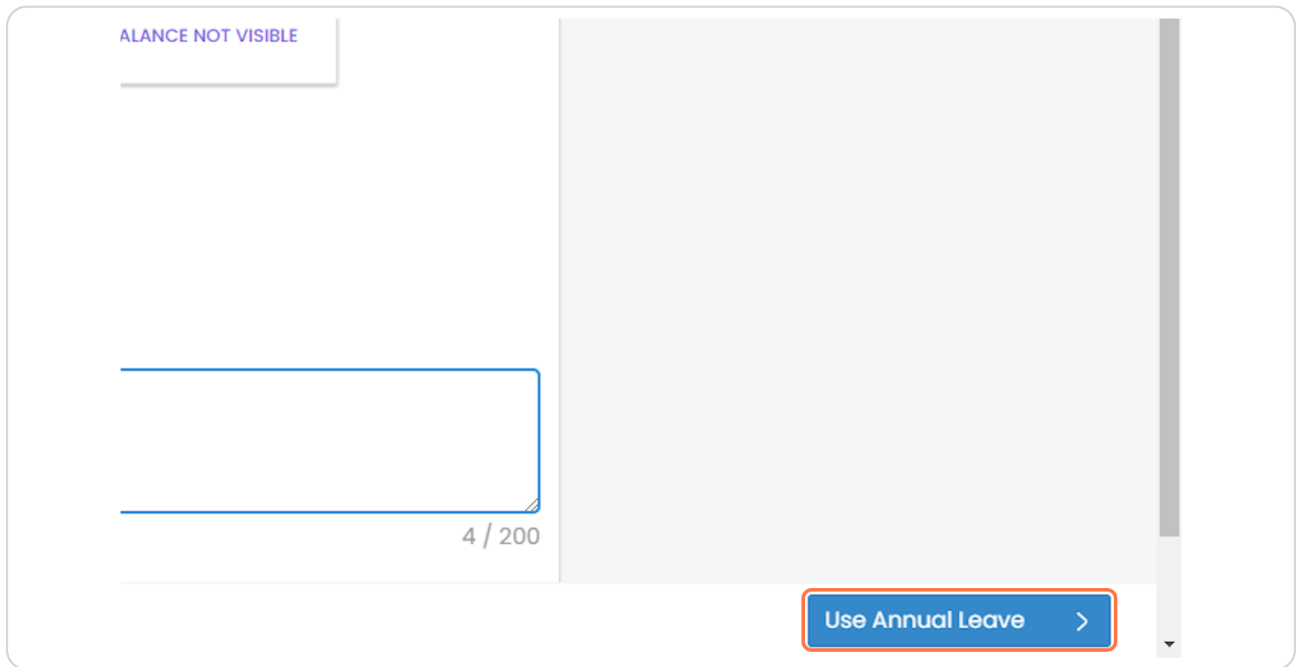
- Annual Leave**: 3.54 ESTIMATED BALANCE by 22 May 2024
- Personal/Sick Leave: BALANCE NOT VISIBLE
- Compassionate Leave: BALANCE NOT VISIBLE
- Unpaid Leave: BALANCE NOT VISIBLE
- Annual Leave Generi...: 3.54 ESTIMATED BALANCE by 22 May 2024

At the bottom, there is a 'Reasons for leave' section with a text input field containing the word 'Trip'. The input field is highlighted with a red border. Below the input field, it says '4 / 200'.

At the bottom of the form, there is a 'Cancel' button on the left and a 'Use Annual Leave' button with a right-pointing arrow on the right.

STEP 8

Click on 'Use x leave'



STEP 9

Review details - Click on 'Update request'

