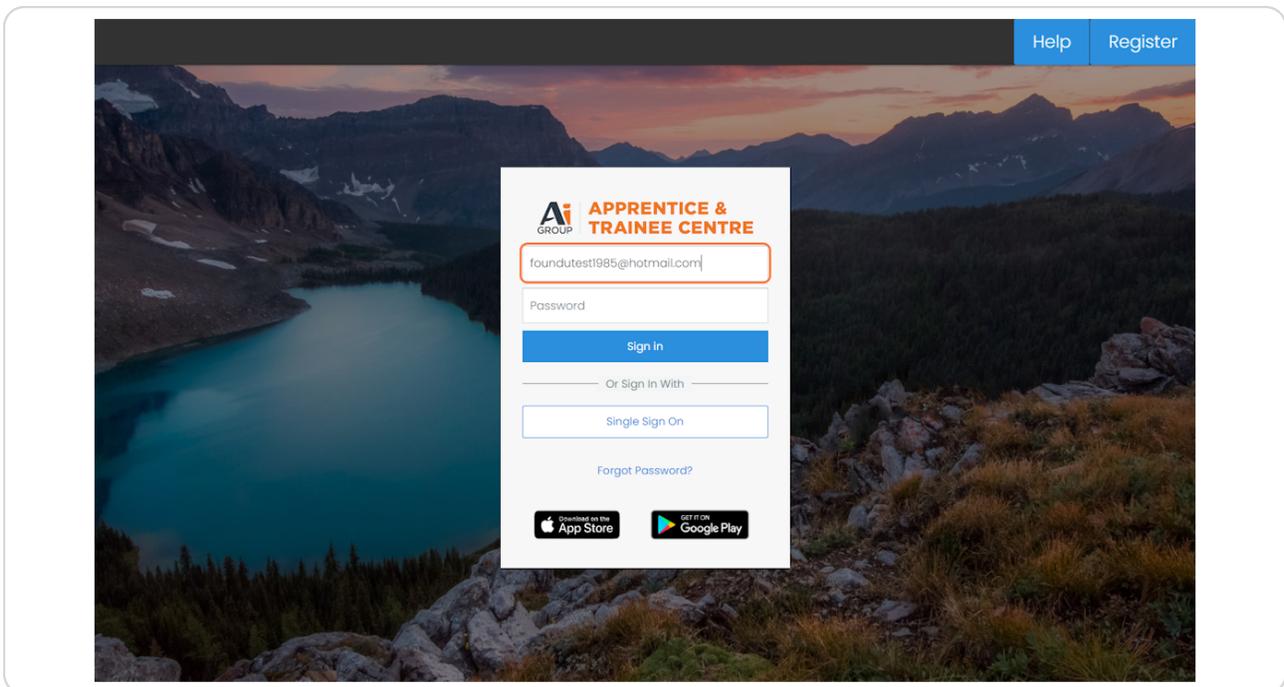---

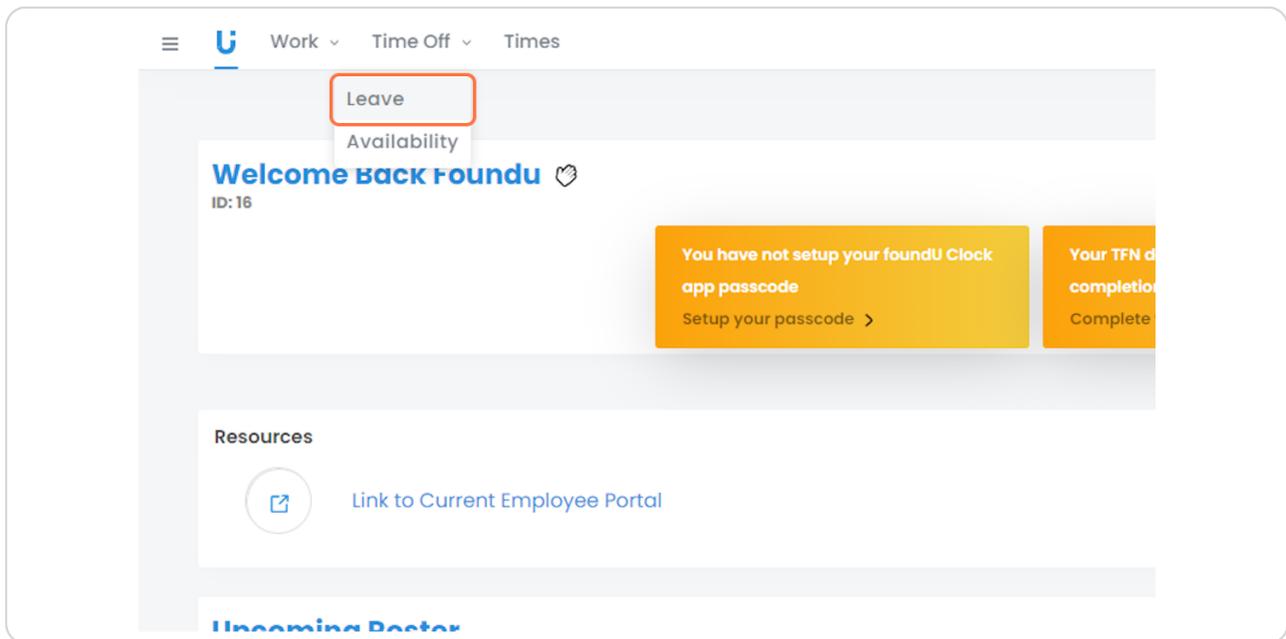✅ Within this how to guide all the images will display the steps highlighted in orange.

STEP 1

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

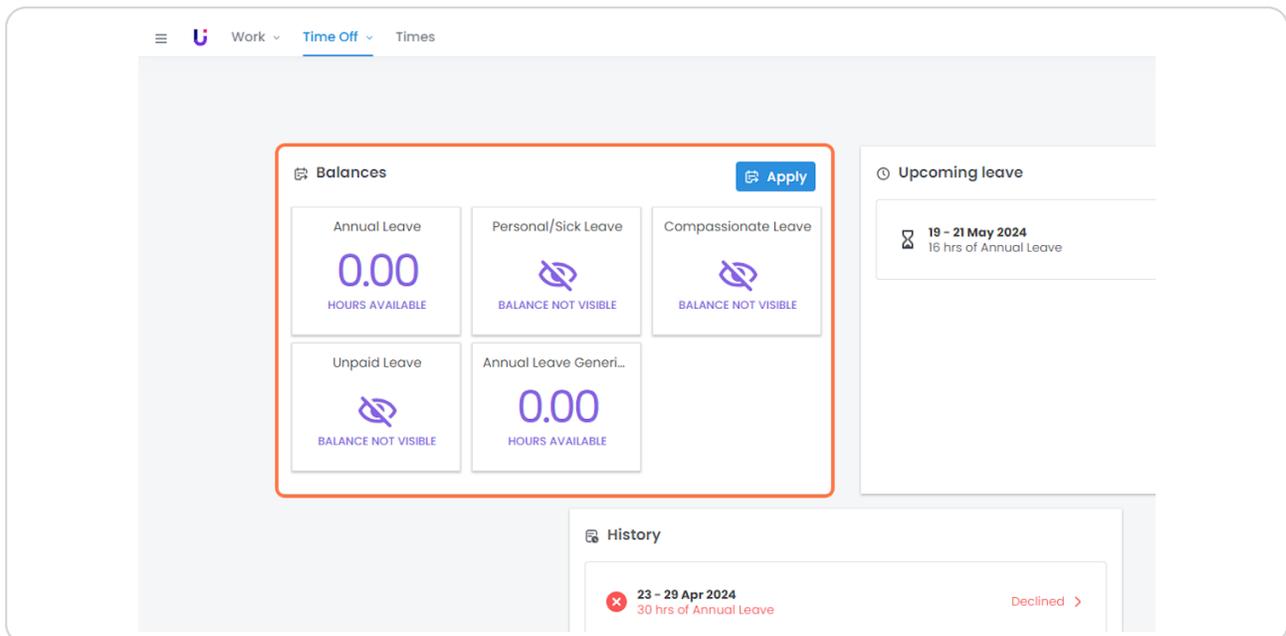Note: If you do not have the app you can download this in your Google Play or Apple App Store

STEP 2

Click on 'Time off' then select 'Leave'

STEP 3

Review available leave entitlements

Under the 'Balances' section your leave entitlement balances will display

Navigate to the 'History' section any previous leave applications will display

You will also be able to see the status of your leave requests i.e. If your leave is declined it will display a red cross, click the leave request to open and review any comments or decline reasons.