Applying for leave
Once you have logged into ESS.

Step 1. Click on the yellow triangle marked **Leave Information**

Step 2. Click on the text Create Leave Request
Step 3. Enter the date that you will be absent from (your first day of leave) and to (the last day of leave).

Step 4. Click on the **Calculate** button to validate the data, this will calculate your total absence hours.

Step 5. Click on the **Send** button once to submit your application for leave to your supervisor, who is named as Approver on the screen.

Once the request has been sent you will be brought back to this screen.
Viewing leave applications

**Step 1.** Click on Leave Requests Overview

**Step 2.** If the leave application does not appear, change the date in the box next to the text **Absences/Cancellations since,** to a date prior to your leave commencement date and click on **Display.** This will then display all leave applications from the date you entered.
Deleting a leave application before it is approved

**Step 1.** Click on the delete icon (rubbish bin) next to the application you are wanting to delete.  
**Step 2.** Click on the **Delete leave request** button

**Step 3.** If successful, a message will appear confirming that the leave request has been deleted.

![Image of the process](https://example.com/image.png)
Cancelling a leave application that has been approved

**Step 1.** Click on the delete icon (Rubbish bin)

**Step 2.** Click on the **Send cancellation** button. This will send the cancellation back to your approver for approval of the cancellation.

**Step 3.** If successful, a message will appear confirming that the information was sent successfully.