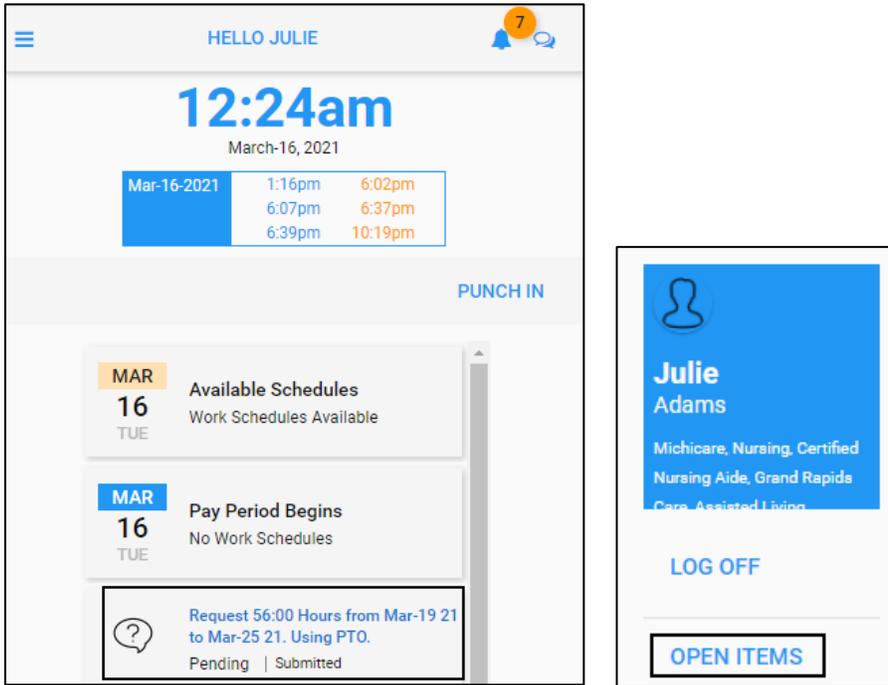# ESS Mobile 3.0: Canceling Submitted Leave Request | Job Aid
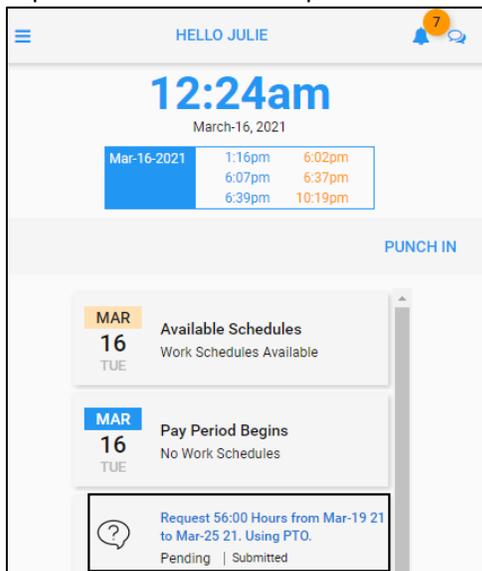
Employee can cancel their submitted leave requests if their supervisor has not approved or denied the request in question.

The submitted leave requests are displayed on the Home screen and can also be accessed via the **OPEN ITEMS** menu item.
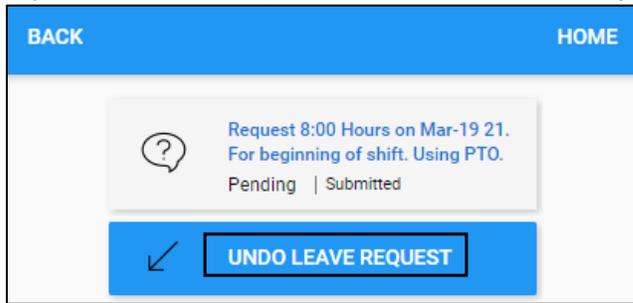

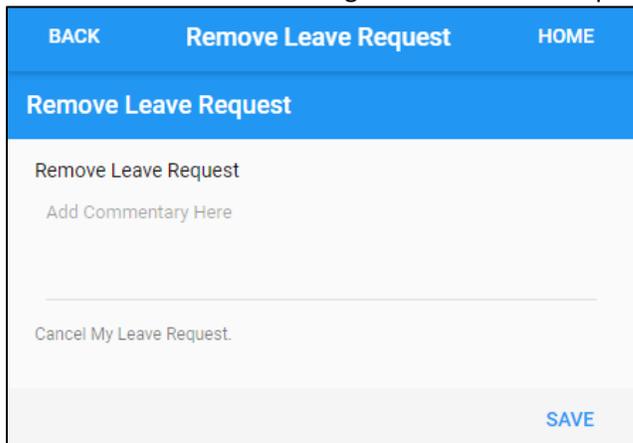To cancel a submitted leave request from the Home screen:

1. Tap a *Submitted* leave request whose status is *Pending*.

2. Tap **UNDO LEAVE REQUEST**. The **Remove Leave Request** screen is displayed.
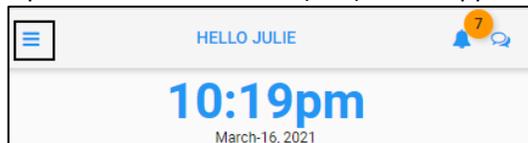

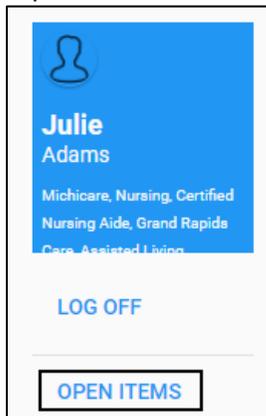3. Enter comments for canceling submitted leave request if needed. Tap **SAVE**.

4. The submitted leave request is removed.

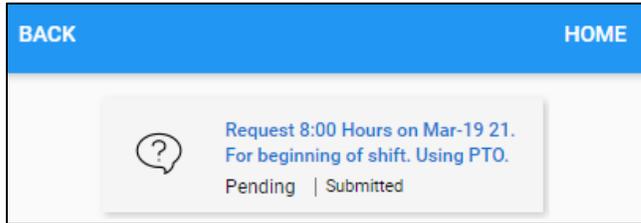To cancel a submitted leave request via the **OPEN ITEMS** menu item:

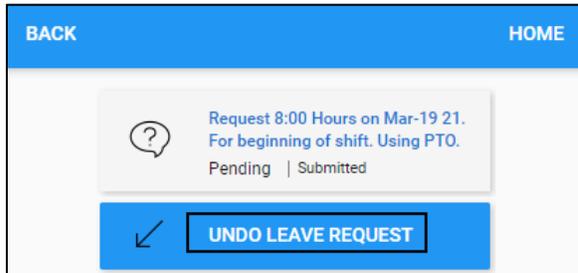1. Tap the Three Line menu ( ) in the upper-left corner of the screen. The left panel is expanded.
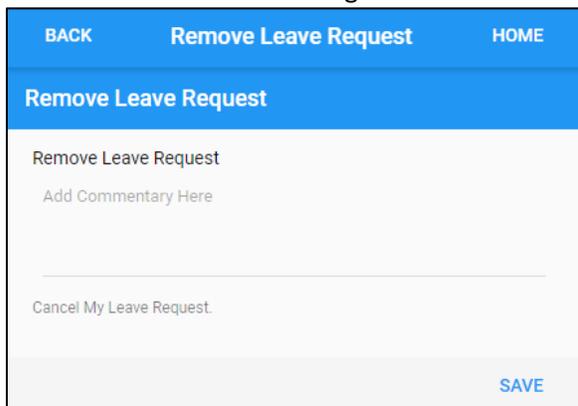

2. Tap the **OPEN ITEMS** menu item.

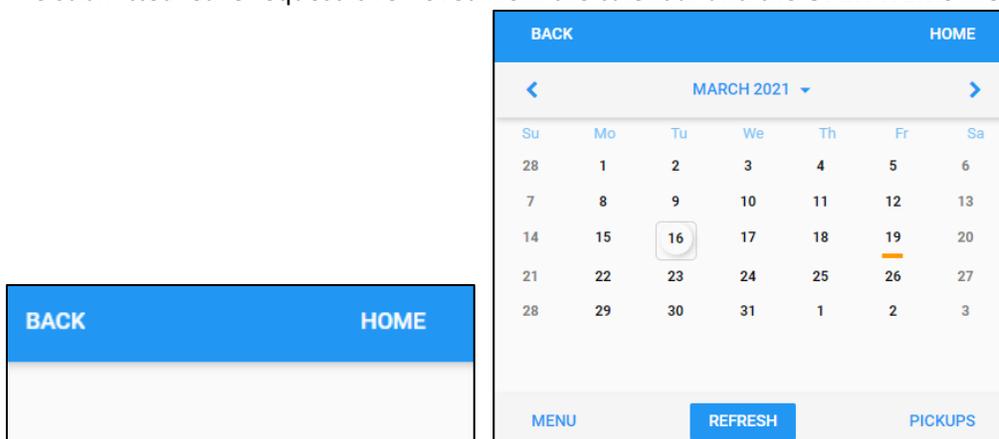3. Tap a *Submitted* leave request whose status is *Pending*.

4. Tap **UNDO LEAVE REQUEST**. The **Remove Leave Request** screen is displayed.

5. Enter comments for canceling submitted leave request if needed. Tap **SAVE**.

6. The submitted leave request is removed from the calendar and the **OPEN ITEMS** menu item.