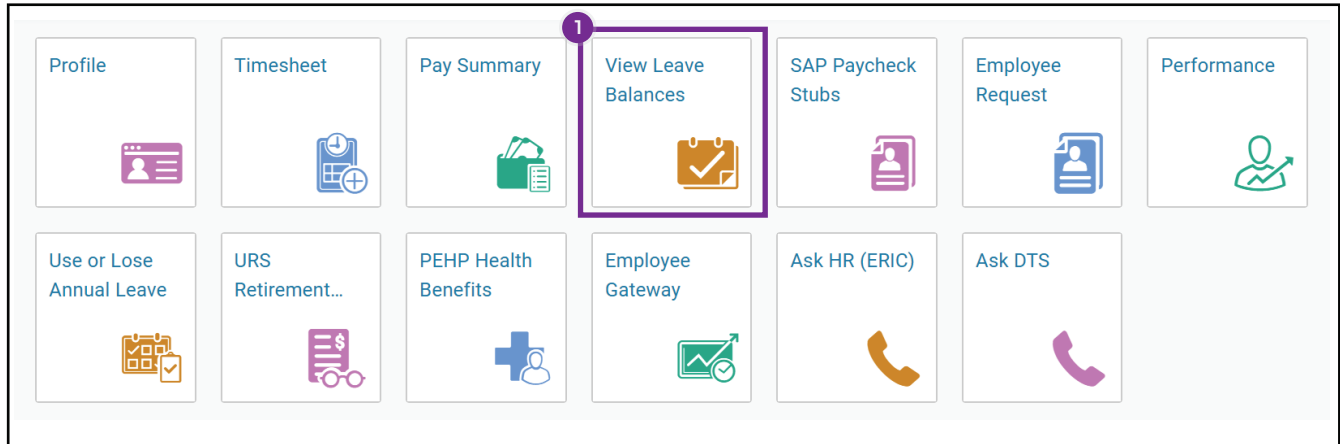


View Leave Balances

Instructions

1. Click on the **View Leave Balances** tile on the Employee Dashboard landing page.



This page shows your current leave balances. (NOTE- This is not a current reflection of your balance now.)

Leave Balance

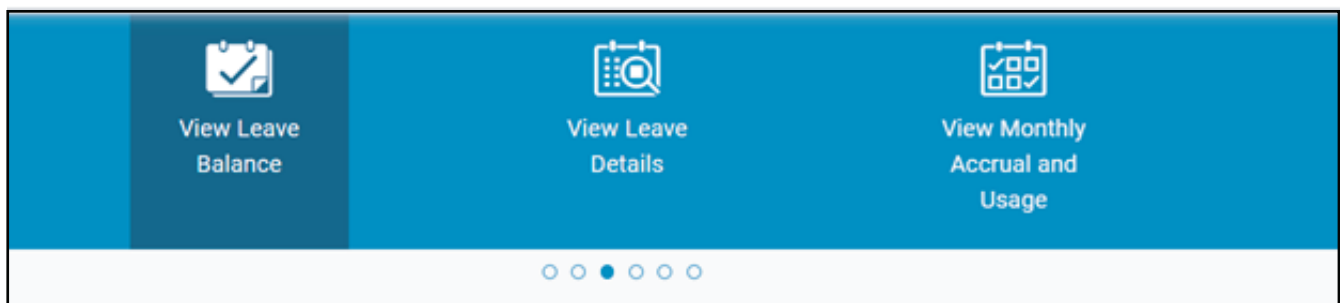
> Search

Grid Actions

1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

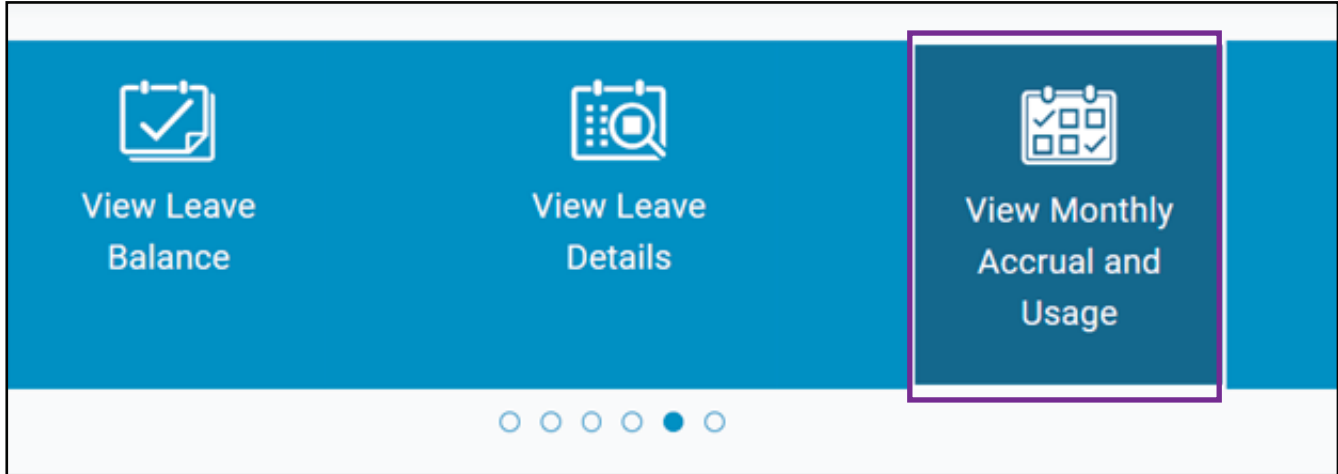
| <input type="checkbox"/> | Selection Year | Selection Month | Category | Category Description | Balance |
|-------------------------------------|----------------|-----------------|----------|----------------------|---------|
| <input checked="" type="checkbox"/> | 2025 | October | ANNL | ANNUAL LEAVE | 110:46 |
| <input type="checkbox"/> | 2025 | October | SICK | SICK LEAVE | 206:30 |

Under each folder, View Leave Balance, View Leave Details, and View Monthly Accrual and Usage you'll see your total accrued hours, any pending requests, and the amount available to use today.



Reviewing the Usage Section

The Usage section shows a record of your leave history



You can review:

- The dates leave was taken
- The number of hours used
- The type of leave accrued

| <input type="checkbox"/> | Leave Year | Month | Category | Category Description | Accrual Amount | Usage Amount |
|-------------------------------------|------------|-----------|----------|----------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | ▶ 2025 | December | ANNL | ANNUAL LEAVE | 00:00 | 00:00 |
| <input type="checkbox"/> | ▶ 2025 | December | SICK | SICK LEAVE | 00:00 | 00:00 |
| <input type="checkbox"/> | ▶ 2025 | November | ANNL | ANNUAL LEAVE | 00:00 | 00:00 |
| <input type="checkbox"/> | ▶ 2025 | November | SICK | SICK LEAVE | 00:00 | 00:00 |
| <input type="checkbox"/> | ▶ 2025 | October | ANNL | ANNUAL LEAVE | 00:00 | 00:00 |
| <input type="checkbox"/> | ▶ 2025 | October | SICK | SICK LEAVE | 00:00 | 00:00 |
| <input type="checkbox"/> | ▶ 2025 | September | ANNL | ANNUAL LEAVE | 00:00 | 00:00 |
| <input type="checkbox"/> | ▶ 2025 | September | SICK | SICK LEAVE | 00:00 | 00:00 |
| <input type="checkbox"/> | - - - - | - - | - - - - | - - - - - - - - - - | - - - | - - - |



TIPS FOR SUCCESS

- Check both balances and usage before submitting new requests.
- If you notice discrepancies in your history, contact HR or Payroll.
- Keep personal notes on extended absences so you can match them against system records.