

Viewing Leave Balances

Navigation

Employee Self Service ▾

From the Employee Self Service home page, click on the Time tile and then the Leave/Comp Time tile

Time



Leave / Comp Time



Leave / Comp Time

[Select Another Job](#)

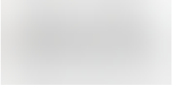
Sick

Plan Type **Sick**

Recorded Balance **4.00**

The leave plan(s) the employee is enrolled in and the available balances will be displayed. Employees with multiple jobs will be able to view leave plans and balances on other records by using the Select Another User link.

Leave Balance History

Leave Balances History			
Return to Leave Balances			
			
Leave Balance			
			Sick Balance
			4.00
Leave Balance Details			
Accrual Date	Earned	Taken	Balance
02/06/2025	1.00	0.00	4.00
01/23/2025	0.00	0.00	3.00
01/09/2025	0.00	0.00	3.00
12/26/2024	0.00	0.00	3.00
12/12/2024	0.00	0.00	3.00

Leave Balances History provides employees with a view of leave time earned and taken by pay period.