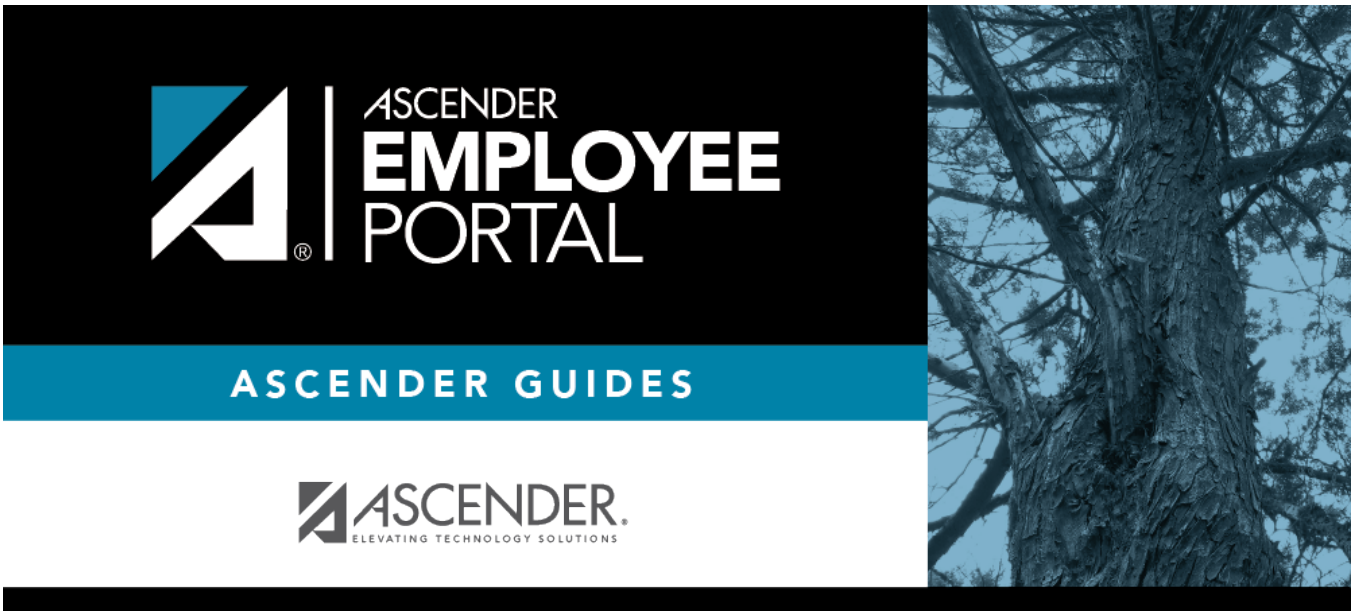



# Leave Balances (Saldos de permisos)

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# Leave Balances

***EmployeePortal > Leave Balances***

This page is used to view leave information as it currently exists in your record for the selected frequency.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

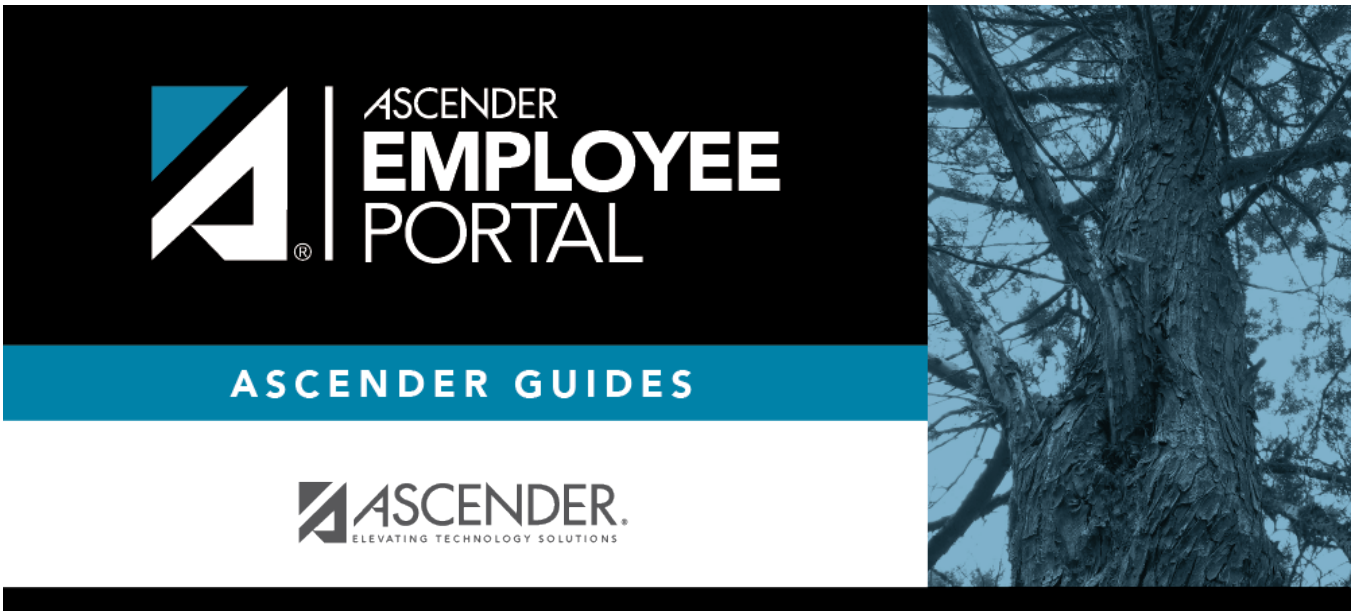
## View leave balance data:

| | |
|---|---|
| **Leave Type** | The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order. |
| **Beginning Balance** | The leave balance as of the beginning of this year for each leave type is displayed. |
| **Advanced/Earned** | The number of units of leave advanced or earned as of the last pay period is displayed. |
| **Pending Earned** | The total leave earned but not yet processed through payroll is displayed. |
| **Used** | The number of units of leave used as of the last pay period is displayed. |
| **Pending Used** | The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the **Available Balance** field. |
| **Available** | The total number of leave units still available for use is displayed. The **Available** balance is determined by the following calculation: (prior year balance + advanced earned + pending earned) - used - pending used |
| **Units** | Indicates the type of units (hours or days) that is used when calculating leave requests. |

## View a specific range of leave data:

| | |
|---|---|
| **Leave Type** | The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order. |
| **Beginning Balance** | The leave balance as of the beginning of this year for each leave type is displayed. |
| **Advanced/Earned** | The number of units of leave advanced or earned as of the last pay period is displayed. |
| **Pending Earned** | The total leave earned but not yet processed through payroll is displayed. |
| **Used** | The number of units of leave used as of the last pay period is displayed. |
| **Pending Used** | The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the **Available Balance** field. |
| **Available** | The total number of leave units still available for use is displayed. The **Available** balance is determined by the following calculation: (prior year balance + advanced earned + pending earned) - used - pending used |

| | |
|---|---|
| **Units** | Indicates the type of units (hours or days) that is used when calculating leave requests. |


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