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Leave Balances

Employee Access > Leave > 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 disabled, check with your district administrator, as the district may have opted not to allow access.

View leave balance data:

Field	Description
Payroll Frequency	Click ⌄ to select the pay frequency for which you wish to view or change payroll information.
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 Balance	The number of units of leave available for use is displayed. The **Available Balance** is based on beginning balance, plus advanced/earned, plus pending earned, less used, and less pending used.
From Date of Leave and To Date of Leave	Type the range of dates for which you want to view processed and unprocessed leave data or click 📅 to select the dates. **Note**: An LEA setting determines whether or not to show processed and unprocessed leave transactions. The from date may not exceed 18 months from the current date. You can leave the date fields blank to retrieve dates 18 months from the current date. **Note**: The from and to date selections select leave dates rather than pay dates. Additionally, if the from and to dates are left blank, all future leave and all prior leave up to 18 months is retrieved. If a from date is entered and no to date is entered, all leave starting with the from date and all future leave is retrieved.
Leave Code	Click ⌄ to select the type of leave for which you want to view leave data. The leave type code and long description are displayed. You can filter the information by date range and/or leave code.
Retrieve	

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