ESS – Leave & Time – Display Leave Balances

The *Display Leave Balances* screen under *Leave & Time* allows employees to display each leave type and the balance of each.

1. ***Display Leave Balances -*** Select the *Display Leave Balances* link from the *Leave & Time* menu in ESS. The following screen will appear.

Display Leave Balances

NOTE: Due to biweekly payroll processing and the deadline for printing pay statements, leave balance information on the printed document may differ from the information shown below.

Leave Balances

Absence Type	Deductible to	Earned Leave	Used	Future Approved	Available Balance	Unit
Annual Carryover	4/10/2011	116.96	0.00	0.00	116.96	Hours
Annual Leave	1/14/2012	342.00	0.00	0.00	342.00	Hours
Personal Carryover	4/8/2011	12.50	0.00	0.00	12.50	Hours
Personal Leave	1/14/2012	0.00	0.00	0.00	0.00	Hours
Sick Family Leave	1/14/2012	37.50	0.00	0.00	37.50	Hours
Sick Leave	1/14/2012	917.21	0.00	0.00	917.21	Hours

Your combined sick and sick family leave is: 954.71 hours.

Leave Plan Descriptions

ⓘ Sick Leave and Sick Family Leave are combined above as they are on your printed pay statement. The sick family balance may

NOTE: Place the mouse pointer over any of the terms in the top row (*Absence Type, Deductible to, Earned Leave, Used, Future Approved, Available Balance,* or *Unit*) and the "tool tip" definition will appear on the screen. For example, place the mouse pointer over *Deductible to* and the following pop-up will appear:

The last day you can use leave from the absence type during the current leave calendar year.
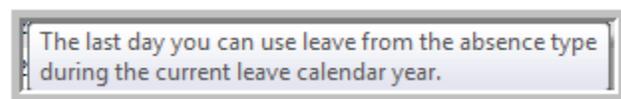
NOTE: By clicking on *Leave Plan Descriptions* at the bottom of the page, a new window will pop-up with more detailed information on PASSHE leave.

1.1. To return to the *Leave & Time* menu, use the *Back* button in the upper right-hand corner of the ESS screen or the *Leave & Time Overview* link on the left of the ESS screen.

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                                  NOTE: Due to biweekly payroll processing and the deadline for printing pay statements, leave