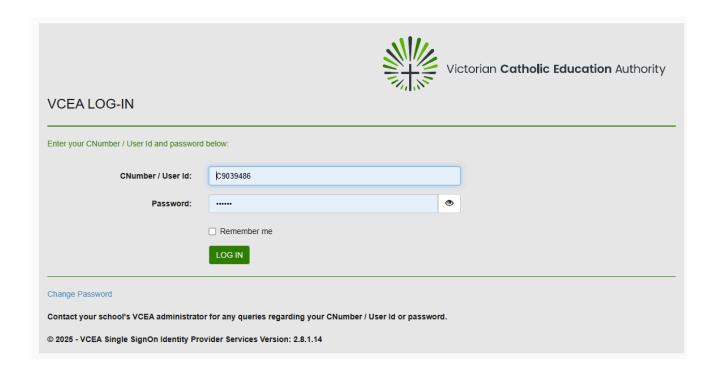
To look up staff leave balances:

To look up both personal leave and long service leave balances you need to log into CEVN (Catholic Education Victoria Network). Once you have found this page you should bookmark it.

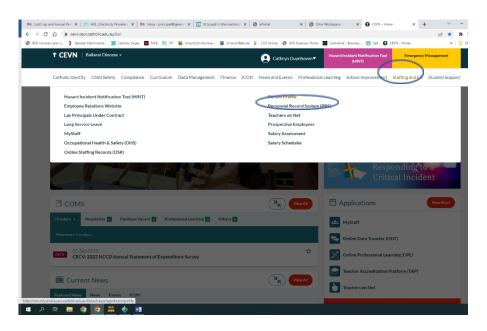
https://sso.cecv.catholic.edu.au/home/login?des=CEVN2

The Login is your C number (which never changes)

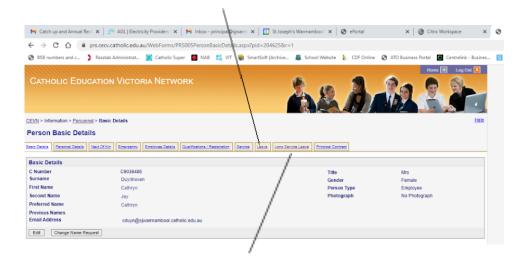
The password would have originally been the same as when you log into any school computer (Pat may have already re-set this for you). If you cannot remember or this does not work, you will need to get Pat to re-set it for you.



Once you have logged in, select Staffing and ER and then Personnel Record System (PRS)



The LEAVE tab will show you your Personal Leave (sick and carers) balance



The LONG SERVICE LEAVE tab will allow you to look up your LSL balance. if you have worked 7 years or more.