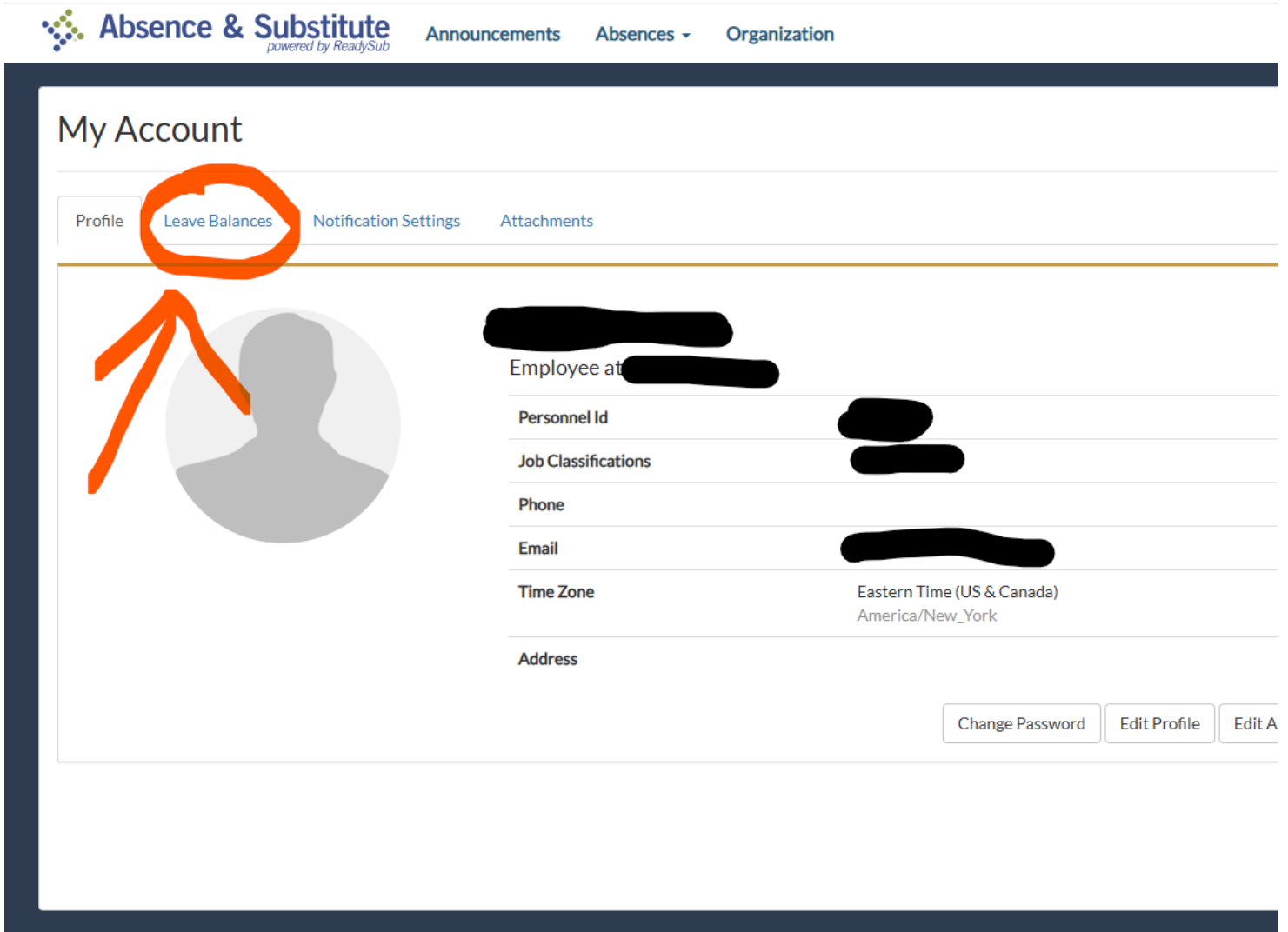


How to Check Leave Balances in ReadySub:

Login to ReadySub: <https://app.readysub.com/> and select “Leave Balances” as shown below:



There, you will find a breakdown of your time.

Your “Allotment” is the number of days you began the school year with on July 1st.

You can then see how many days you have used, how many days you have scheduled, and how many you have left to use:

Sick Time LEAVE BALANCE GROUP				
REASON	ALLOTMENT	USED	SCHEDULED	BALANCE
GROUP BALANCE	15 days • [REDACTED]	4.5 days	1 day	🗓️ 9.5 days
✎ Religious Sick	No limit	N/A	N/A	N/A
✎ Sick > Family	No limit	N/A	N/A	N/A
✎ Sick > Family Illness / Critical	No limit	N/A	N/A	N/A
✎ Sick > FMLA	No limit	N/A	N/A	N/A
✎ Sick > Sick Day - Self	No limit	N/A	N/A	N/A