

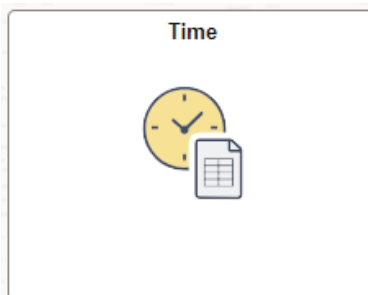
You can find your leave balance information on both your paycheck and within Self Service.

**Paycheck:** Your Leave balance on paychecks may be different than what is shown in Self Service because Self Service is updating daily and includes any leave time you have recently reported. Your paycheck is a snapshot of a moment in time (as of the pay period end date).

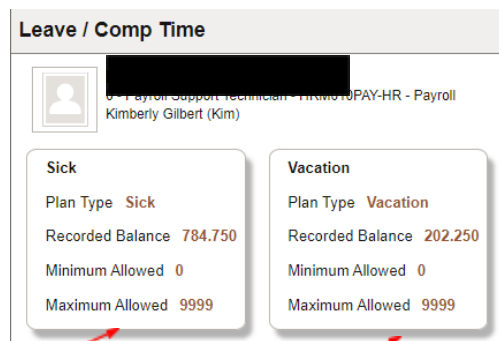
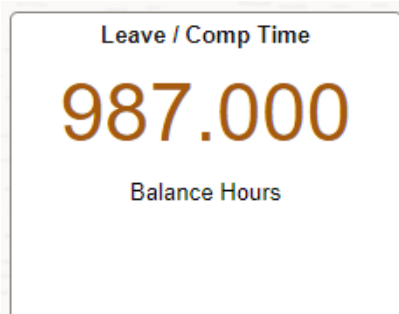
1. Login to Employee Self Service. [Login here](#)
2. Click on the Employee Self Service tile.



3. Click on the Time tile.



4. Click on the Leave/Comp time tile



you may have different tiles than listed here, see your union contract for what types of leave are available to you.

5. Click on the Leave/Comp Tile tiles listed and see when you took that type of leave.

Sick Leave tile

Leave Balances History

[Return to Leave Balances](#)



0 - Payroll Support Technician - HRM010PAY-HR - Payroll  
Kimberly Gilbert (Kim)

This shows your current leave balance that includes all submitted sick leave

Leave Balance

Sick Balance	Minimum Balance	Maximum Balance
786.250	0	9999

Leave Balance Details

Accrual Date	Earned	Taken	Balance
02/09/2024	4.615	0.000	789.407
01/27/2024	4.615	0.000	784.791
01/13/2024	4.615	1.500	780.176
01/01/2024	0.000	-180.750	777.060
12/30/2023	4.615	15.000	777.060

This shows your sick leave balance as of the check date listed.