

Use this task to review your leave balances in UCPath. This example includes vacation and sick balances.

Dashboard Navigation:

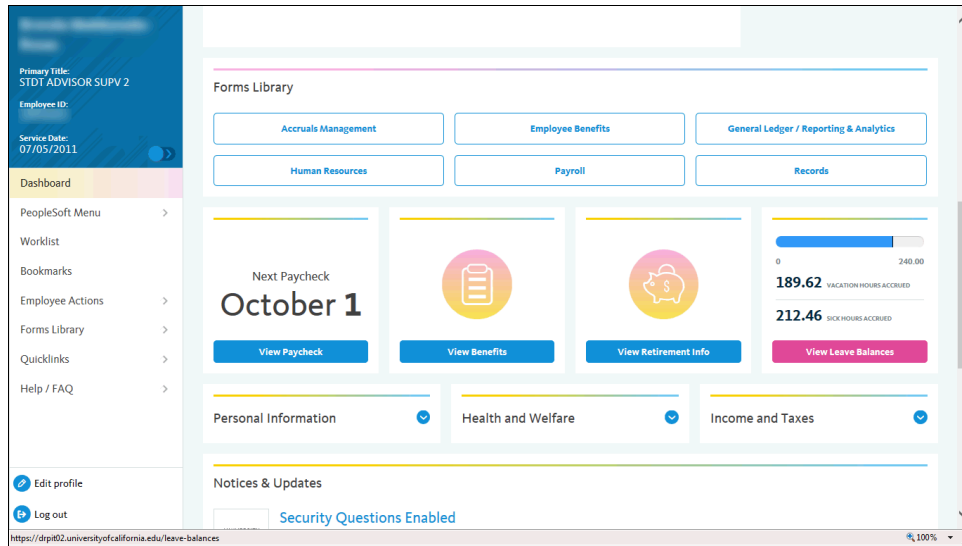
If you have vacation or sick leave balances, your current balances appear in the **View Leave Balances** widget.

or

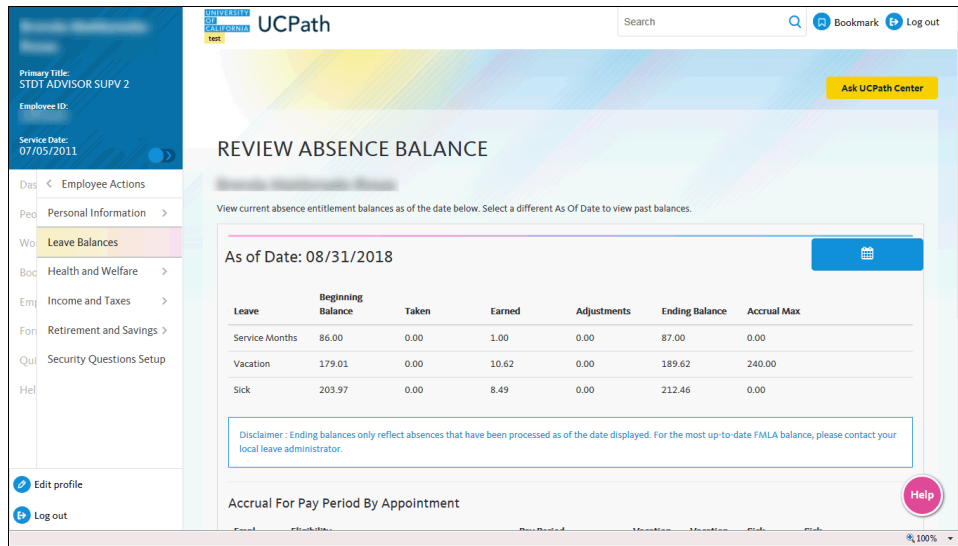
Menu Navigation:

Employee Actions > **Leave Balances**

Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

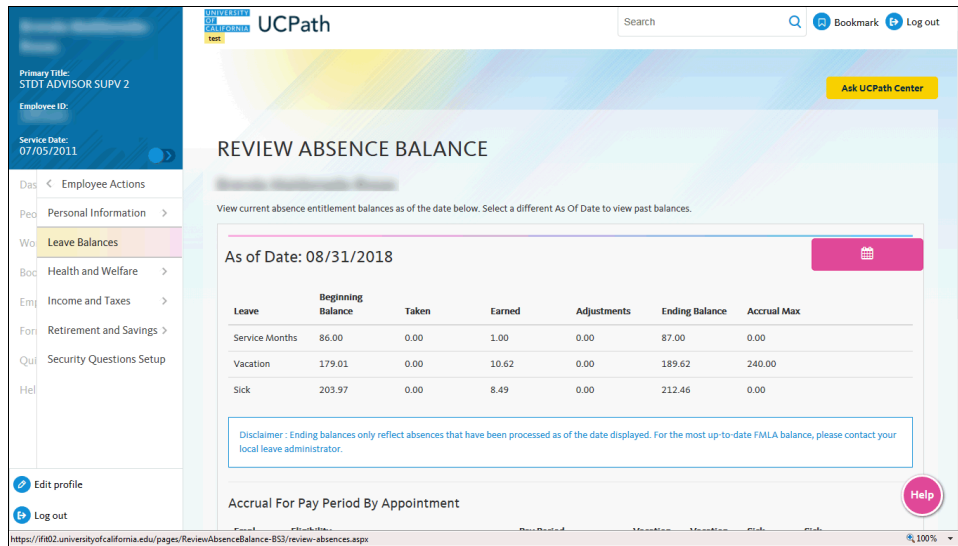


Step	Action
1.	<p>Click the View Leave Balances button to review the details for your current balances and view leave balances for previous dates.</p> <div data-bbox="391 1430 829 1488" style="text-align: center; background-color: #e91e63; color: white; padding: 5px; border: 1px solid black; margin: 10px auto; width: fit-content;">View Leave Balances</div>

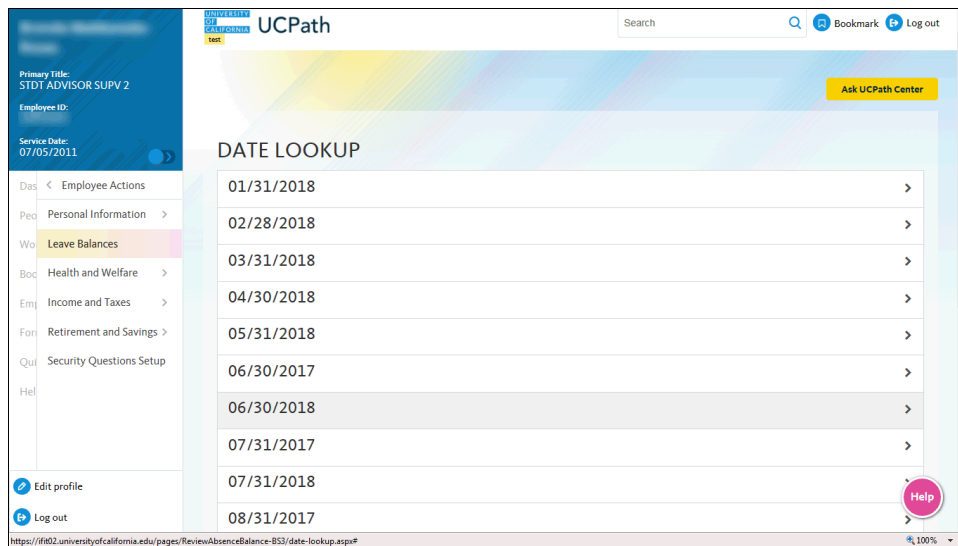


Step	Action
2.	Use the Review Absence Balance page to review your leave balances. Leave balances for monthly employees are updated at the end of the pay period following the month you took or earned the leave. For example, leave taken in November is updated in your November total during the processing at the end of December. Leave balances for biweekly employees are updated in the pay period in which you took or earned the leave. For example, leave taken in the first half of November is updated during the processing for the first half of November.
3.	The As of Date defaults to the most recent pay period end date. Balances are based on this date.
4.	The balances section displays beginning balances, leave activity and ending balances for the pay period. It also displays the maximum leave accrual balances allowed.
5.	The Approaching Max column appears and displays a Y when certain leave accruals have reached their accrual maximum. This example does not show the Approaching Max column.
6.	Service months also appear in this section. Service months are for leave accrual processing purposes, not retirement service credit purposes.
7.	Click the scroll bar.

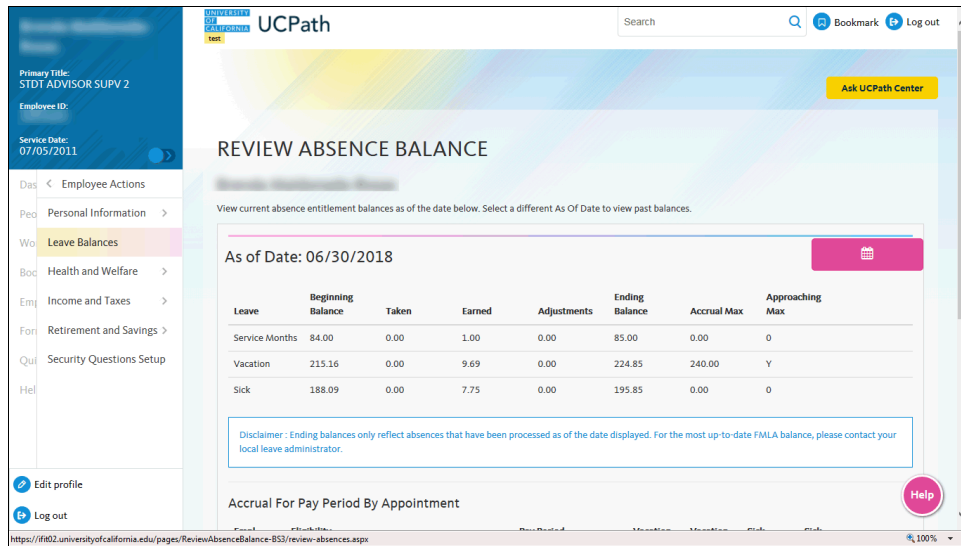
Step	Action
8.	The Accrual For Pay Period By Appointment section displays accrual factors based on appointment eligibility rules. If you have more than one job (appointment) with UC, multiple rows appear in this section.
9.	For staff employees, as seen in this example, the earned amounts in the balance section at the top of the page equal the Pay Period Hours times the leave type Factor in the Accrual For Pay Period By Appointment section. The Factor is based on your union code, employee class and service credits. In this example, the 8.49 earned sick hours are calculated as follows: $\begin{array}{r} \text{Pay Period Hours} \quad 184 \\ \text{Sick Factor} \quad \times \quad 0.046154 \\ \hline \text{Earned} \quad = \quad 8.49 \end{array}$ <p>For academic employees the accrual is based on the number of vacation/sick eligible hours worked in a period and the total number of period hours.</p>
10.	Click the scroll bar.



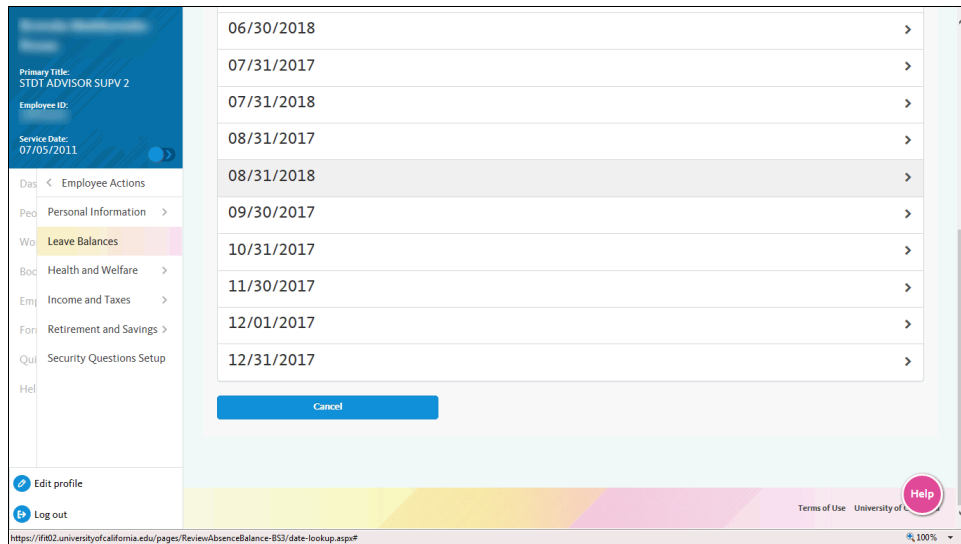
Step	Action
11.	To view your leave balances as of a different pay period end date, click the Change Date button.



Step	Action
12.	A list of pay period end dates appears. Select the pay period for which you want to review your balances. For this example, click the 06/30/2018 link.



Step	Action
13.	Review your balances for the selected pay period end date.
14.	Return to the most current pay period end date. Click the Change Date button.



Step	Action
15.	For this example, click the 08/31/2018 link.
16.	You have reviewed your leave balances in UCPath online. End of Procedure.

