Leave Balances

**Navigation:** Self Service > Payroll and Compensation > Leave Balances

1. Vacation hours will display with the most current data listed first.
   
   Click the **Sick Leave** tab.

2. Sick leave hours will display similar to vacation hours.
   
   Click the **Personal** tab.

3. Personal days will display based on the last time personal time was used and will show hours earned, adjusted, and taken.
   
   Click the **Compensatory** tab.

4. Compensatory time (if applicable) will show hours earned, adjusted, used, and the remaining balance.

5. If you are not eligible for University leave plans, no information will display upon selecting the Leave Balances menu option.

6. This concludes the lesson on viewing leave balances.  
   **End of Procedure.**