

## Understand Leave Balances – Helpcard

From the HRMIS home page navigate to:

**Employee Self Service > Absences and Timesheets > Absence Balances**

You will see a table similar to:

Position ◇	Rcd# ◇	Leave Type ◇	Last Entitlement Date ◇	Current Balance (Days) ◇	Next Entitlement Date ◇	*Projected Balance (includes current balance, in Days) ◇
Training & Develop Off Payroll	0	Annual Leave		9.99	01/01/2021	19.53
Training & Develop Off Payroll	0	Personal Leave		4.65	19/01/2021	11.49
Training & Develop Off Payroll	0	Long Service Leave Accrued	06/02/2016	0.93	14/05/2023	
Training & Develop Off Payroll	0	Long Service Leave Pro Rata		37.39	14/05/2023	

Description	Explanation
Personal/Sick Leave Projected Credits	Total entitlement available*. May increase or decrease along with FTE changes or non-contributory service. Will increase on next entitlement date.  *An additional 5 days @ FTE may be accessed from next entitlement.
Personal/Sick Leave Current Balance	Leave accrued to date, this is the portion of the projected balance related to work already performed and will not change along with FTE changes or non-contributory service.
Annual Leave Projected Balance	Total annual leave entitlement available to use. May increase or decrease along with FTE changes or non-contributory service. Will increase on next entitlement date.
Annual Leave Current Balance	Total annual leave credits owned, this is the portion of the projected balance related to work already performed and will not change along with FTE changes or non-contributory service.
Vacation Leave	Booked automatically during vacation periods. Not accessible outside of these times.
Long Service Leave Pro Rata	Leave earned toward next long service leave entitlement. Will become accrued entitlement on the next entitlement date.  Next entitlement date will be pushed out by a number of factors according to conditions of the award employed under.  This is not the amount accessible under early access entitlements.
Long Service Leave Accrued	Leave already owned. Must be taken within a set period of time dependent on Award employed under.