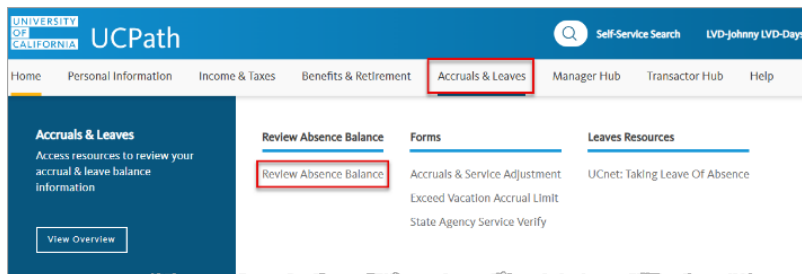


This Job Aid supports information learned in the [EMP112: Benefits Information](#)

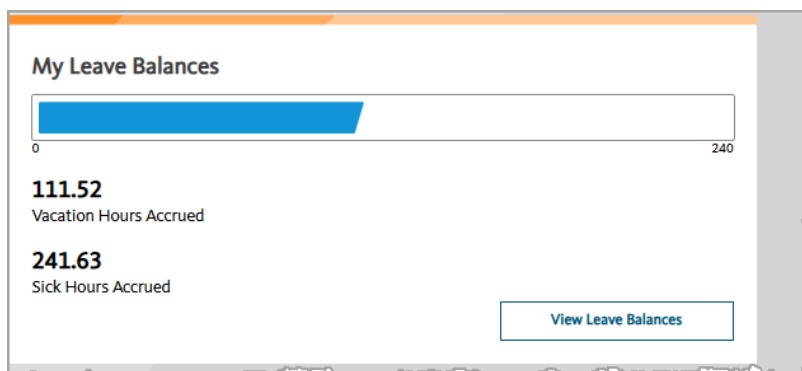
Use UCPath to view your leave balances, including sick leave, vacation and other accruals.

Navigation:

Menu > Accruals & Leaves > Review
Absence Balance > **Review Absence
Balance**



You can also scroll down the Home
Page for a quick glance at your leave
balances.




Review Absence Balance Page

The **Review Absence Balance** page displays your leave balance data. Refer to the list below for more information about the information available on this page.

Review Absence Balance							
LVD-Alexis LVD-Mamann BLANK AST 3							
View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.							
1 As Of Date 11/30/2024							
2 Current Balance	3	4	5	6	7	8	
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max	
Vacation	101.83	0.00	9.69	0.00	111.52	240.00	
Sick	233.87	0.00	7.75	0.00	241.63	0.00	
Employment Service Months	84.00	0.00	1.00	0.00	85.00	0.00	
Professional Retirement Option	0.00	0.00	0.00	0.00	0.00	0.00	
Regular Comp Time	0.00	0.00	0.00	0.00	0.00	0.00	
Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCB, U18 PFCB balance, academic sick leave bank balance, please contact your local leave, HR, or academic personnel administrator as appropriate. Note: Once protections have been applied to paid sick or medical center PTO, the "Ending Balance" under Protected Sick Hours Used will provide a running total of hours used with protections applied in the current year. Retirement Service Credits ? For retirement service credit balances/questions please login to https://ucnet.universityofcalifornia.edu/retirees/ucrays-how-to-guide.html							

Current Balance

1. **As of Date:** This is the date the leave balances are current. It shows the most recent date on which your leave information was updated. When you open the **Review Absence Balance** page, the **As of Date** defaults to the most recent pay period end date. Select the **Calendar** icon  to view your leave balances as of another date.
2. **Leave:** This column displays the type of leave, such as sick leave, vacation, or other leave categories, that you are tracking. **Note:** Service months also appear in this section. Service months are for leave accrual processing purposes, not retirement service credit purposes.
3. **Beginning Balance:** This column displays the amount of leave you had available at the start of the period. In most cases, it is the end balance from the previous pay period.
4. **Taken:** This column displays the total amount of leave you've used during the specified period.
5. **Earned:** This column displays the amount of leave you have received during the current period. For example, if your leave accrual is based on hours worked, this is the amount added to your balance for that period.
6. **Adjustments:** This column displays any changes to your leave balance made outside of the usual accrual process, such as corrections or manual adjustments.
7. **Ending Balance:** This column displays your current leave balance after accounting for the leave you've taken, earned, and any adjustments made during the period.
8. **Accrual Max:** This column displays the maximum amount of leave you can accumulate in your balance. When you reach this limit, you stop earning additional leave until your balance drops below the maximum. If you are nearing an accrual maximum, the **Approaching Max** column appears and displays a **Y** when certain leave accruals have reached their accrual maximum.

Protected Sick Leave

When protections are applied to paid sick leave used, the **Protected Sick Hours Used** row appears under the **Leave** column. The total number of protected sick leave hours used appears in the **Ending Balance** column. This differs from **Vacation** and **Sick Ending Balances**, which reflect hours available. Employees in accruing and academic bank eligible titles have 6 days of protected sick leave available per year. This balance resets every January 1.

Admin - Review Absence Balance New Window

As of Date: 12/31/2024

LVD-Eva LVD-Mullainathan

Current Balance						Personalize Find	First 1-4 of 4 Last
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance		
Vacation	72.00	0.00	0.00	0.00	72.00		
Employment Service Months	9.00	0.00	0.00	0.00	9.00		
Academic Sick Leave Bank	48.00	8.00	0.00	0.00	40.00		
Protected Sick Hours Used	48.00	8.00	0.00	0.00	40.00		

Accrual For Pay Period By Appointment

The **Accrual for Pay Period By Appointment** section appears at the bottom of the **Review Absence Balance** page. This section displays how your leave is accrued based on your appointment type and eligibility rules. If you have more than one position with UC, multiple rows appear in this section, each corresponding to a different appointment.

Accrual For Pay Period By Appointment										
Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued
0	STAFF99	Accounting & Fiscal Services	PAYROLL ANL 2	PAYROLL ANL 2	160.00	Y	0.057692	9.230720	0.046154	7.384640
									0.000000	0.000000
Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle.										

Current Leave Balances for Monthly Paid Employees

Leave balances for monthly employees are updated at the end of the pay period after the month in which the leave was taken or earned. For example, leave taken in June will be

reflected in your balance after the processing at the end of July. Select the **Calendar** icon to change the date and review accruals as of a different date.



Review Absence Balance
LVD-Alexis LVD-Mamann
BLANKAST 3

View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.

As Of Date 06/30/2024

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	115.52	0.00	9.23	0.00	124.76	240.00
Sick	225.63	24.00	7.38	0.00	209.01	0.00
Employment Service Months	79.00	0.00	1.00	0.00	80.00	0.00
Professional Retirement Option	0.00	0.00	0.00	0.00	0.00	0.00
Regular Comp Time	0.00	0.00	0.00	0.00	0.00	0.00


This employee took 24 hours of Sick Leave and earned 7.38 hours of Sick Leave in June 2024.


The ending balance for the June 2024 statement was 209.01 hours of Sick Leave, which is the beginning balance for their July 2024 statement.

Review Absence Balance
LVD-Alexis LVD-Mamann
BLANKAST 3

As Of Date 07/31/2024


Current Leave Balances for Biweekly Paid Employees

If you are a biweekly paid employee, your leave balances are updated in the pay period in which you took or earned the leave. For example, leave taken in the first half of January is updated during processing for the first half of January. Your updated accruals for the first half of January reflect on the **Review Absence Balance** page after the second half of January processing is complete. Select the **Calendar** icon  to change the date and review accruals as of a different date.

Review Absence Balance						
LVD-Alexis LVD-Mamann BLANK AST 3						
View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.						
As Of Date 01/06/2024 						
Current Balance						
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	113.83	24.00	9.23	0.00	99.06	240.00
Sick	179.47	0.00	7.38	0.00	186.86	0.00
Employment Service Months	74.00	0.00	1.00	0.00	75.00	0.00
Professional Retirement Option	0.00	0.00	0.00	0.00	0.00	0.00
Regular Comp Time	0.00	0.00	0.00	0.00	0.00	0.00

This employee took 24 hours of Vacation Leave and earned 9.23 hours of Vacation Leave in the first pay period of January 2024 (01/06/2024).

The employee's Vacation Leave ending balance for the 01/06/2024 period was 99.06 hours, which is the beginning balance for their 01/20/2024 statement.

Review Absence Balance						
LVD-Alexis LVD-Mamann BLANK AST 3						
View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.						
As Of Date 01/20/2024 						
Current Balance						
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	99.06	0.00	0.00	0.00	99.06	240.00
Sick	186.86	0.00	0.00	0.00	186.86	0.00
Employment Service Months	75.00	0.00	0.00	0.00	75.00	0.00
Professional Retirement Option	0.00	0.00	0.00	0.00	0.00	0.00
Regular Comp Time	0.00	0.00	0.00	0.00	0.00	0.00

Current Leave Balances for Academic Employees

• Bank Eligible Appointments

- Eligible faculty members, including those in the Health Sciences Compensation Plan (HSCP), Agronomists, Astronomers, Curators, certain “by agreement” appointees in university extension and Non-Senate Instructional (IX) titles who have an appointment of at least 30 calendar days will receive **6 days** of paid sick leave each year, starting on January 1.
- The balance is granted upfront each year based on your original appointment percentage (FTE):
 - 100% FTE = 48 hours
 - Less than 100% FTE = Prorated balance
- Takes (usage) and adjustments related to mid-year appointment changes will appear in UCPath based on when your Location submits your hours for processing.

Review Absence Balance

LVD-Rory LVD-Sacks

PROF-AY

View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.

As Of Date 12/31/2024

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Sabbatical Leave	17.00	0.00	1.00	0.00	18.00
Employment Service Months	317.00	0.00	1.00	0.00	318.00
Academic Sick Leave Bank	0.00	0.00	48.00	0.00	48.00

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCB, U18 PFCB balance, academic sick leave bank balance, please contact your local leave, HR, or academic personnel administrator as appropriate.

**Note: Once protections have been applied to paid sick or medical center PTO, the "Ending Balance" under Protected Sick Hours Used will provide a running total of hours used with protections applied in the current year.*

Retirement Service Credits ?

For retirement service credit balances/questions please login to <https://ucnet.universityofcalifornia.edu/retirees/ucrays-how-to-guide.html>

Accrual For Pay Period By Appointment

Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
0	ACAYSABB	Rhetoric	PROF-AY	PROF-AY	88.00	Y	0.000000	0.000000	48.000000	0.000000	0.000000	0.000000
1	ACAYSABB	Theater, Dance & Perf Studies	PROF-AY	PROF-AY	88.00	Y	0.000000	0.000000	48.000000	0.000000	0.000000	0.000000
5	ACFYNSF	Art History	DEPARTMENT CHAIR	DEPARTMENT CHAIR	0.00	Y	99.999999	0.000000	48.000000	0.000000	0.000000	0.000000



Note: Hours remaining in the **Academic Sick Leave Bank** do not carry forward annually. The remaining balance renews on January 1 each year and expires on December 31 or the last day of your appointment, whichever comes first.

- **Accruing Appointments**

- Accruing academic appointees earn sick leave proportionate to their work hours. For example, a 25% appointment earns about 2 hours of paid sick leave per month.

- **Sabbatical Credits**

- If you are eligible for sabbatical leave, you can also view your credits on this page. **Note:** Sabbatical credits do not appear in this section until they are a whole number.