Use this task to review your leave balances in the UCPath Portal.

**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 portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the View Leave Balances button to review the details for your current balances and view leave balances as of a different date.</td>
</tr>
</tbody>
</table>

![UCPath Dashboard](image)
Step | Action
--- | ---
2. | Use the Review Absence Balance page to review your leave balances.
3. | The As of Date defaults to the most recent pay period end date. Balances are based on this date.
4. | The Current Balance section shows beginning balances, leave activity for the pay period, ending balances and maximum leave accrual balances allowed.
5. | Click the scroll bar.

Step | Action
--- | ---
6. | The Accrual For Pay Period By Appointment section shows accrual factors based on appointment eligibility rules. If you have more than one job (appointment) with UC, multiple rows appear in this section.
**Step** | **Action**
---|---
7. | To view the leave balances as of a different pay period end date, click the Calendar button.  
![Calendar button](image)  
![Calendar selection](image)
8. | Select a different pay period end date.  
For this example, click the 02/29/2016 link.
### Step 9
Review your balances as of the pay period end date.

### Step 10
Return to the most current pay period end date.

Click the **Calendar** button.

### Step 11
Select the most recent pay period end date.

For this example, click the **01/31/2017** link.
<table>
<thead>
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<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>You have reviewed your leave balances in the UCPath Portal. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>