Viewing Leave Balances on the Employee Self-Service Dashboard

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Leave balances shown are as of the last payroll period. Leave time taken since the last pay period is not reflected in the current balance.
**Vacation Usage Explanation**

Below are three different scenarios showing the number of vacation hours that must be used between now and June 14:

**Example 1:**
- Employee earns two weeks’ vacation (80 hours per year)
- Current vacation balance is: 130 hours
- Subtract the allowable carryover from the vacation balance (130 hours - 80 hours)
- Remaining balance: 50 hours
- Employee must use 25 vacation hours (half of 50) between now and June 14

**Example 2: Employee’s length of service is nine years as of September 1, 2020**
- Employee earns two weeks’ vacation (80 hours per year)
- Current vacation balance including carryover: 140 hours
- New allowable carryover balance effective September 1, 2020: 120 hours (due to the employee reaching nine years of service on September 1, 2020)
- Subtract the allowable carryover from the vacation balance: (140 hours - 120 hours)
- Remaining balance: 20 hours
- Employee must use 10 vacation hours (half of 20) between now and June 14

**Example 3:**
- Employee earns three weeks’ vacation (120 hours per year)
- Current vacation balance: 200 hours
- Subtract the allowable carryover from the vacation balance: (200 hours - 120 hours)
- Remaining balance: 80 hours
- Employee must use 40 vacation hours (half of 80) between now and June 14

**Service Chart**

Employees reaching a new vacation earnings tier on 9/1/2020 will be those employees with an adjusted service date of the following:

<table>
<thead>
<tr>
<th>Time</th>
<th>Number of Hours</th>
<th>Adjusted Service Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting 9th year of service</td>
<td>120 hours</td>
<td>9/1/2012</td>
</tr>
<tr>
<td>Starting 16th year of service</td>
<td>160 hours</td>
<td>9/1/2005</td>
</tr>
<tr>
<td>Starting 25th year of service</td>
<td>200 hours</td>
<td>9/1/1996</td>
</tr>
</tbody>
</table>

*Adjusted service date is always 9/1 of a fiscal year. The full-time hire date (on/before March 1 or after), is used to establish the adjusted service date for calculating vacation earnings. See Vacation Procedure for additional clarification.