HOW TO READ & UNDERSTAND LEAVE BALANCES IN FOCUS EMPLOYEE SELF SERVICE

Once logged into the FOCUS ESS system, each employee can view their own leave balances. **IT IS THE EMPLOYEE'S RESPONSIBILITY TO KNOW HOW MUCH LEAVE THEY HAVE AVAILABLE. DO NOT RELY ON YOUR SCHOOL TIMEKEEPER TO KNOW IF YOU HAVE TIME AVAILABLE. PAYROLL WILL NOT MAKE LEAVE ADJUSTMENTS OR DOCKAGE REFUNDS FOR INCORRECT LEAVE SUBMISSIONS.**

The FOCUS leave screen opens directly to the balance totals. Below is a screen shot of a leave balance screen. Click the Show Details button ON.

| Balance | Earned | Pending | Adjusted | Owed | Unapproved | History |

Export   Filter: ON   Show Details: ON

Leave Bucket	Initial			Earned		Unapproved	Transfer		Bank				Donation(s)		Taken			Balance		
	Carried Over	Hours	Adjusted	Hours	Adjusted	Hours	Available	Credited	Awarded	Contributed	Recovered	Sent	Received	Hours	Adjusted	Pending	Docked Hours	Total Hours	Total Days
SCK Sick Leave	232.00													48.00				184.00	23.00
VAC Vacation	235.00			5.00														240.00	30.00
PAS Personal as Sick		40.00																40.00	5.00

Each type of the leave the employee carries a balance for will be displayed.

The **Initial Column (Purple Box)** displays the following things:

- The amount of time <u>carried over</u> from the previous year.
- The (4) advanced sick days granted at the start of each fiscal year. These days are not technically <u>earned</u> until the last 4 months of the employee's contract. And we caution employees not to use those days until after they are earned.
- The maximum amount of Personal Leave the employee can use each year.

The **Earned Column (Green Box)** reflects the amount hours accrued at the end of each month. Each employee earned (1) day of sick leave at the end of each month. This day may not be used until the following month.   Vacation Leave (if eligible) is earned at ½ day at the 15th of the month and the end of the month.

The **Taken Column (Red Box)** reflects all hours used and processed to date in the current fiscal year.

The **Pending Column (Yellow Box)** reflects time submitted in the current payroll, but not processed yet.

- it **will NOT** be included the total balance available.
- The pending time should be <u>subtracted</u> from the current balance to get a "real time" balance.

PLEASE NOTE THAT ALTHOUGH PERSONAL LEAVE HAS ITS OWN BALANCE, THE TIME TAKEN IS REDUCED FROM THE SICK BUCKET. The balance in the personal bucket is just listed so the employee does not exceed the (5) day maximum allowed by District policy. Again, personal balances **_are NOT in addition_** to sick balances.