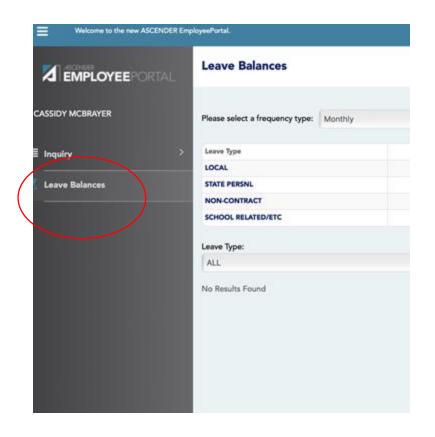
## **Checking Leave Balances**



Once inside Employee Portal, you can check your leave balances.

Leave taken during the pay period is imported into Ascender prior to pay day. When reviewing leave balances in Ascender, be aware that the total may not include leave taken during the current pay period.