

# Viewing Leave Balances and Accrual Rates

This article covers how employees can view their leave balances and leave accrual rates.

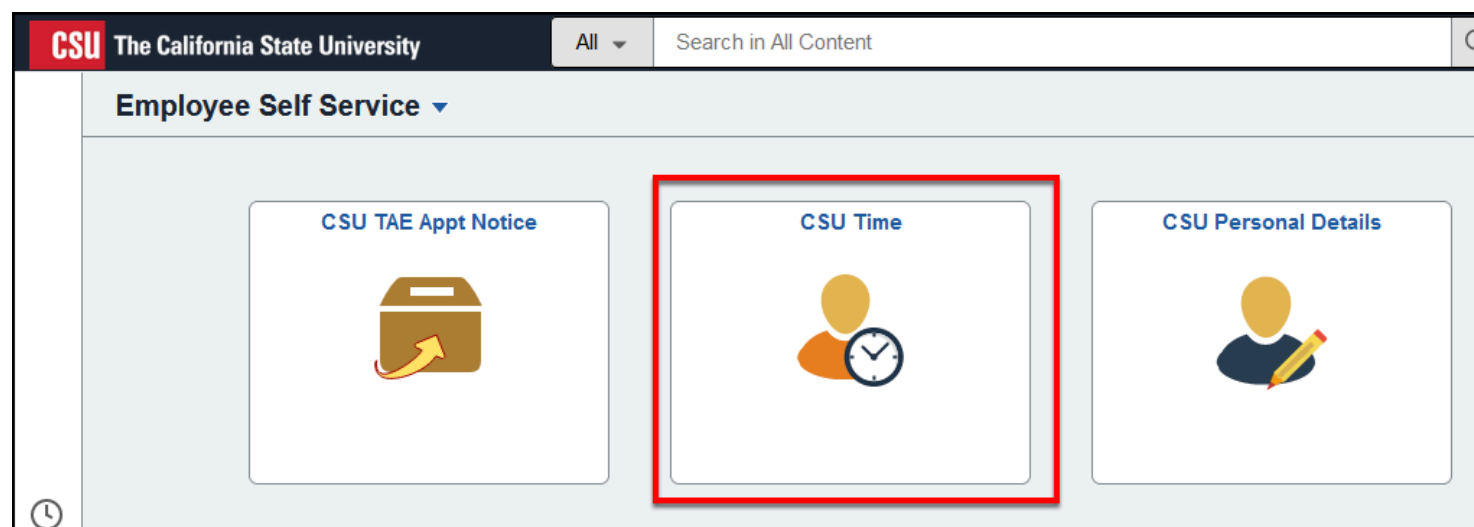
Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, compensatory time, and state service.

The Graduated Vacation Chart shows how much leave you accrue each month based on your years of service.

## 1. Log in to the campus portal and select Employee Homepage.

View [How Do I Access the Employee Homepage/Employee Self Service?](#) for step-by-step instructions.

## 2. Click CSU Time.





## B. **Compensatory Time tab**

- CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances

## C. **Service Accrual tab**

- Service Accrual, Service Accrual Carryover, Sick Carryover, Vacation Carryover, and Service Accrual Carryover FTE

## D. **PTO Balances tab**

- PTO Balances

## E. **ETO Balances tab**

- ETO Balances


## F. **Show all columns**

- View all of the tabs on a single screen

# 5. Click Details to view additional details on your balances.

Absence Balances													
Compensatory Time				Service Accrual				PTO Balances				ETO Balances	
Last Name	First Name	Payroll Status	Empl ID	Empl Rcd	Department	Union Code	Last Finalized Period	Balances As Of	Sick Balance	Vacation Balance	Personal Holiday	Details	
1 de Tempscire	Lilith	Active	1	0	10138	R07	CONVERSION	06/30/2023	286.00	342.90	1	<a href="#">Details</a>	

## 5.1. Click on a link to view details for that balance type. Click Return to Summary to go back to the previous page.

 Note that when CHRS first goes live, there will only be a lump sum number marked as "conversion" but as time goes on and you accrue more leave credits/state service, those accruals will appear as individual rows in this view.

### Absence Balance Detail

ID	1	Lilith de Tempscire	RCD	0	Last Finalized Period	CONVERSION
Department	10138	Human Services	Union Code	R07	Payroll Status	Active

#### Absences and State Service

Vacation
Sick
Personal Holiday
Vacation SS

#### Compensatory Time

CTO
Holiday CTO
ADO

#### Vacation Balances

Period ID	Balances as of Date	Previous Balance	Taken	Earned	Adjusted	Catastrophic Donated	Balance
1 CONVERSION1	2023-06-30	0.00	0.00	0.00	342.90	0.00	342.90

Return to Summary

- Click on a link in the Absences and State Service section to view details of absence leave types such as Vacation, Sick, Personal Holiday, and Vacation SS.
- Click on a link in the Compensatory Time section to view details of compensatory time such as CTO, Holiday CTO, and ADO.
- Details of your selected balance type will appear in the table.
- Click **Return to Summary** to go back to the previous page.

## 6. Click Graduated Vacation Chart to view the leave accrual rates based on years of service.

### Employee Balance Inquiry

Absence Balances

Compensatory Time

	Last Name	First Name	Payroll Status
1	de Tempscire	Lilith	Active

Graduated Vacation Chart

### 6.1. Review the chart. Click the x at the top right of the chart or click Return at the bottom left to close the chart.

The Graduated Vacation Chart shows vacation accrual rates based on state service months and the maximum vacation and CTO credits based on bargaining unit.

SUMMARY OF MAXIMUM VACATION AND CTO CREDITS				
BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: 10 YEARS OR LESS SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
M98	N/A	N/A	480 HOURS	480 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	320 HOURS	440 HOURS
UNIT 2	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 3	N/A	N/A	320 HOURS	440 HOURS
UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 5	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 7	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 8	200 HOURS***	480 HOURS	320 HOURS	440 HOURS
UNIT 9	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 11	N/A	N/A	80 HOURS	80 HOURS
E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
C99	120 HOURS	240 HOURS	384 HOURS	440 HOURS

\*PER MOU/Policy

\*\*PURSUANT TO FAIR LABOR STANDARDS ACT

\*\*\*REFER TO APPROPRIATE MOU

Return

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).