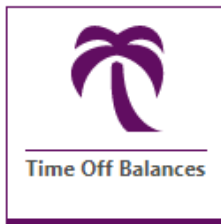


# Skyward

## Check Leave Balances

1. Log into Skyward using your network credentials.
2. Click on **Time Off Balances**



EMPLOYEE TIME OFF TYPES

Search Time Off Type   View: Balances in Days (Modified)  Filter: Skyward Default  Quick Filter

Time Off Type	Unit Type	Prior Year Ending Balance Days	Current Year Allocated Days	Current Year Used Days	Current Year Ending Balance Days	Next Allocation Cycle Date	Total Ending Balance Days
CT - Comp Time	Days	0000	0.00000	000	000	07/01/2020	0000
DOCK - DOCK	Days	0000	0.00000	000	000	07/01/2020	0000
JURY - JURY DUTY	Days	0000	0.00000	000	000	07/01/2020	0000
SICK - LOCAL SICK LEAVE	Days	0000	8.00000	000	000	07/01/2020	0000
STATE PB - STATE PERSONAL	Days	0000	5.00000	000	000	07/01/2020	0000
VACATION - VACATION	Days	0000	5.00000	000	000	06/01/2021	0000