



**UIS:
View Leave Balance
QUICK GUIDE v1.0**

Navigator

Step 1: In the Navigator, go to **UP Employee Self Service -> Leave Management -> Leave Application.**

University Information System Home Page

Navigator

Personalize

- UP Employee Self Service
 - All Actions Awaiting Your Attention
 - My Information
 - Employee Information
 - Publication, Research, Creative Work & Other Scholarly Work
 - Public Service
 - Employee Submissions/Requests
 - SPMS
 - SALN
 - Training and Development
 - Leave Management
 - Leave Application
 - Print Leave Application Form
 - View Vacation and Sick Leave Balance
 - View SPL and CNA Balance
 - Print UP Approved Leave

Worklist

Full List

From Type Subject Sent

There are no notifications in this view.

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Leave Application Summary

Step 2: Click **Leave Balances**.

Absence Management: Summary

Employee Name
Organization Email Address

Employee Number
Business Group

Leave Management

Leave Summary **Leave Balances**

Search

Note that the search is case insensitive

Leave Type Leave Category

Approval Status End Date

Start Date (15-Jul-2022)

Go Clear

Create Leave |

Start Date	End Date	Leave Type	Leave Category	Duration Days Hours	Approval Status	Supporting Documents	Details	Update	Confirm	Delete
No results found.										

Step 3: Expand **Show Leave Balances**.

Absence Management: Summary

Employee Name
Organization Email Address

Employee Number
Business Group

Leave Management

Leave Summary **Leave Balances**

Show Leave Balances

Leave Application Summary

Step 4: You can view the **leave balances** as of **today (current day)**.

Absence Management: Summary

Employee Name
Organization Email Address

Employee Number
Business Group

Leave Management

Leave Summary | **Leave Balances**

Hide Leave Balances
TIP The accrual balances are as of: 15-Jul-2022.
TIP Enter the date for which you wish to view Leave accruals.

Effective Date (15-Jul-2022) **Go**

CS Adoption Leave	60	CS Anti violence against Women and Children Leave RA9262	10	CS CNA Sickness Leave	5
CS Hospitalization Leave of Immediate Family	2	CS Magna Carta for Women	60	CS Maternity Leave	105
CS Nursing Leave	2	CS Rehabilitation Leave	180	CS Sickness Leave	5
CS Solo Parent Leave	7	CS Special Leave	3	CS Study Leave	365
UPM Sick Leave	38.292	UPM Vacation Leave	28.257		

Step 5: You can then backtrack the **effective date**. Click the **Go** button.

Absence Management: Summary

Employee Name
Organization Email Address

Employee Number
Business Group

Leave Management

Leave Summary | **Leave Balances**

Hide Leave Balances
TIP The accrual balances are as of: 15-Jul-2022.
TIP Enter the date for which you wish to view Leave accruals.

Effective Date (15-Jul-2022) **Go**

CS Adoption Leave	60	CS Anti violence against Women and Children Leave RA9262	10	CS CNA Sickness Leave	5
CS Hospitalization Leave of Immediate Family	2	CS Magna Carta for Women	60	CS Maternity Leave	105
CS Nursing Leave	2	CS Rehabilitation Leave	180	CS Sickness Leave	5
CS Solo Parent Leave	7	CS Special Leave	3	CS Study Leave	365
UPM Sick Leave	38.292	UPM Vacation Leave	28.257		

Technical Support

For technical support, please contact us at the
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



This document was prepared by the Office of the Vice President for
Development-Information Technology Development Center (OVPD-ITDC).

