

Checking leave balances and assigned leave

You can see your own leave balances on **My Leave Requests**, and the balances held by everyone in the organisation on **Assigned Leave**. Both are under **Leave**.

<https://www.youtube-nocookie.com/embed/7qs7bFv3ueI>

[Check leave balances and the Assigned Leave list \(a tour\)](#)

Before you begin

- Every signed-in user has **My Leave Requests**. **Assigned Leave** is an administrator's screen: whether you see it depends on your role and permissions (see [Roles and permissions](#)).
- Which leave types exist, and how many days each carries, is configured under **Leave Types** (see [Setting up leave types](#)).

Check your own balances

1. Select **Leave**, then **My Leave Requests**.
2. Read the **My Available Leave** panel at the top. It shows one figure for each leave type you hold, for example Sick Leave or Casual Leave.
3. Each figure is followed by a plus sign and a carry forward amount, marked **CF**.

The requests you have made are listed underneath the panel, with their status. To make one, see [Applying for leave](#).

Check everyone's balances

1. Select **Leave**, then the **Assigned Leave** tab.
2. The heading shows how many assignments exist. Each row is one leave type held by one employee.
3. The columns are **Employee**, **Leave Type**, **Available Days**, **Carry Forward**, **Total**, **Assigned Date** and **Actions**.
4. The list is grouped by **Leave Type**, and each group header shows how many rows it holds.
5. Use **Search**, the **Leave type** filter or **More filters** to narrow the list, and **Clear all** to remove them.

What Edit and Assign Leave Type show

- **Edit** on a row opens a page titled with the employee and leave type. It has **Available Days**, **Carryforward Days** and an **Is Active** box, and a **Save Changes** button.
- **Delete** on a row is a separate button. Treat both as changes to a real balance.
- The **Assign Leave Type** menu at the top of the page lists the leave types. Choosing one opens a form titled with that leave type, with an **Employee** field, an **Is Active** box and an **Assign** button.

Not confirmed

- What happens after **Save Changes** or **Assign** is selected. Neither was submitted while this page was checked.
- Whether an assigned amount is reduced when leave is approved. The list shows Available Days, Carry Forward and Total, and no used-days column.
- Whether the **Employee** field in the Assign Leave Type form offers employees in every workspace. In the workspace checked it showed no employees to choose from.
- Whether **Delete** on an assigned row also affects leave requests that were already made.

Next

- [Applying for leave](#)
- [Approving and rejecting leave](#)