Understanding Annual Leave Balances

Questions and Answers

How do I determine my annual leave or other leave balances?

If you do not have access to a computer, visit your administrative office for assistance; where this is not possible contact MyHR, Department of Human Resources by email or call (709) 864-2434.

If you do have access to a computer, go to www.mun.ca and click on the "Log In" drop down menu in the top right corner to access my.mun.ca and log into the portal. Once you are logged in, click on the following tabs: Employees; Current Pay, Leave, Equity and Employee Self-Service Data; Employee Services; and Leave Balances.

Points to remember when viewing your leave balances:

- Leave is accrued and taken on a fiscal year basis (April 1 to March 31)
- The data shown is only as up-to-date as what data has been entered by your leave administrator.
- If there are adjustments that were not entered in a previous fiscal, the balance of your current fiscal may change

I don't understand my annual leave balance in Employee Self Service. Can you explain?

Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Mar 27, 2018	Taken as of Mar 27, 2018	Available Balance as of Mar 27, 2018
Annual Leave	Hours	143.50	.00	.00	143.50
Accrued Overtime	Hours	.00	.00	.00	.00
Compassionate Leave	Hours	.00	.00	.00	.00
Family Leave Taken	Hours	.00	.00	.00	.00
Jury Duty	Hours	.00	.00	.00	.00
Pending Accrual	Hours	.00	.00	.00	.00
Professional Development TK	Hours	3.50	.00	.00	3.50
Pending Payment	Hours	.00	.00	.00	.00
Sick Leave	Hours	.00	.00	.00	.00
Training	Hours	.00	.00	.00	.00
Union Business	Hours	.00	.00	.00	.00
Workers Compensation Leave	Hours	.00	.00	.00	.00

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For annual leave, the available beginning balance shown in Employee Self Service is your carry forward amount from the previous fiscal year. This does not include what you will

accrue for the fiscal year that is starting. The column that indicates "Earned" is what has accrued so far in the current fiscal year. The "Taken" column indicates the leave you have used so far in the current fiscal year. Please note: this section may not be up-to-date if there is still leave to be entered by your unit's leave administrator. The "Available Balance" column is any time that you have accrued to date and not taken. This does not represent the time that you are able to anticipate. If the available balance is a negative balance, this indicates that you have taken more annual leave in the current fiscal year than you have yet to earn.

If you have questions or need more assistance, please contact your unit's leave administrator.

I am an employee that has a contract from Sept. 1, 2018 to Oct. 31, 2019. How much annual leave can I access throughout the length of my contract?

Contractual employees in contracts that are a minimum length of 12 months may anticipate annual leave accrual to the end of the current fiscal year or their contract end date, whichever is shorter.

For an employee who begins a contract on Sept. 1, they will have access to the annual leave that they will accrue between the period of Sept. 1 – March 31, 2019.

When the new fiscal year begins, the employee will then have access to the amount of leave they will accrue between the period of April 1, 2019 to Oct. 31, 2019.

I haven't taken any annual leave this fiscal year yet there are hours showing in my "taken" column. Is this an error?

If there is a balance in your "taken" column that you feel is an error, first discuss with your unit leave administrator. If a leave has been keyed in error, a leave adjustment can be completed to make the correction.

However it is possible that if you had taken leave prior to this fiscal year that was not previously entered, it will show as "taken" in the current fiscal year. Your leave administrator can confirm when the leave was taken to ensure no error has occurred.