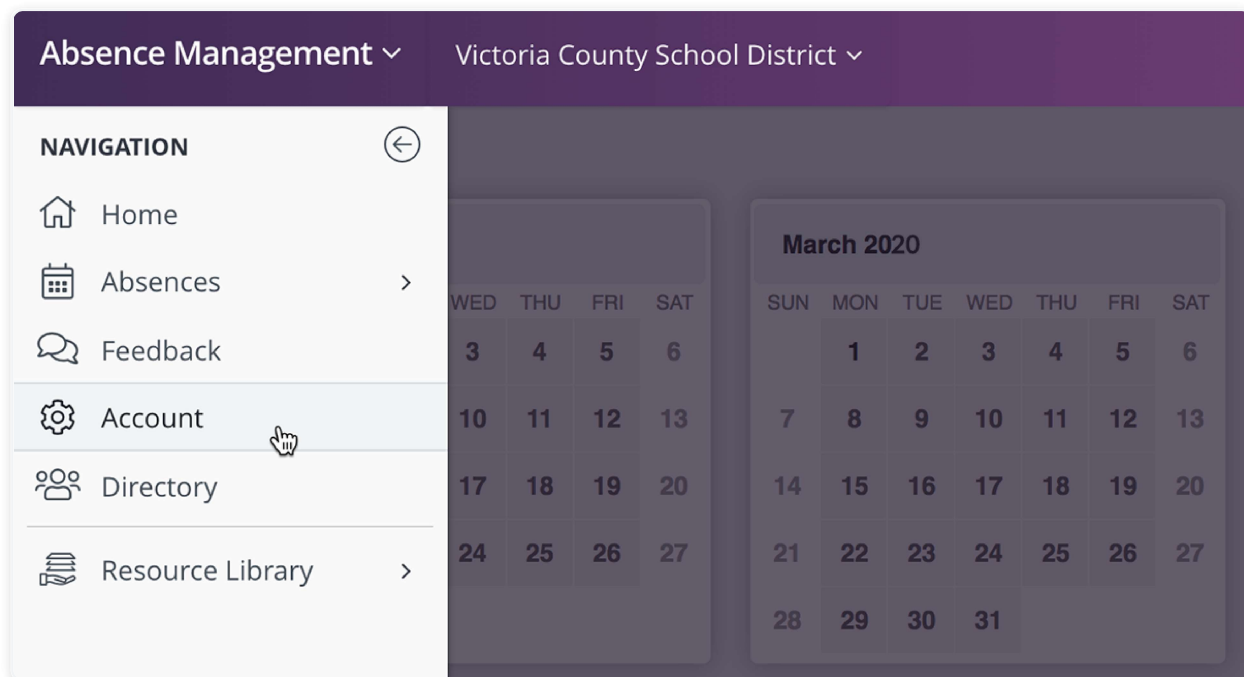


# Viewing Absence Reason Balances

Your district may use Absence Management to help track your "Absence Reason Balances". If this tool is utilized, you can check those balances directly via your Absence Management application.

To access this information, click on the **Account** option in the side navigation.



Now click the **Absence Reason Balances** tab to the left of the page.


The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. The user is identified as 'Amy Pond Employee'. The 'Personal Info' section is active, displaying the following details:

- Name:** Amy Pond
- Phone:** 6735553747
- Email Address:** Apond@education.com
- Title:**
- Room Number:** Main Office
- Language:** English (Note: Your language preference can be changed in your Account Settings.)

Here's a quick key to help you understand the columns on the Absence Reasons Balances page:

- **Initial** - This is the initial number of days or hours given to you for this absence reason.
- **Used** - The number of days or hours you have used so far.
- **Pending** - The number of days or hours that you have scheduled for upcoming absences.
- **Balance** - This is your current absence reason balance. You can also see your "Days/Hours after Pending" balance which calculates in your pending time.

Absence Reason Balances				Last Calculated: Thursday, January 16, 2020
Absence Reason	Initial	Used	Pending	Balance
Illness > Doctor's Appointment	3.00 Days as of Saturday, April 1, 2017	0.50 Days	None	2.50 Days
Personal Day	5.00 Days as of Saturday, April 1, 2017	None	None	5.00 Days
Professional Day	2.00 Days as of Saturday, April 1, 2017	1.00 Days	None	1.00 Days

 **Note**

Balances can be calculated in days or hours depending on your district's settings.