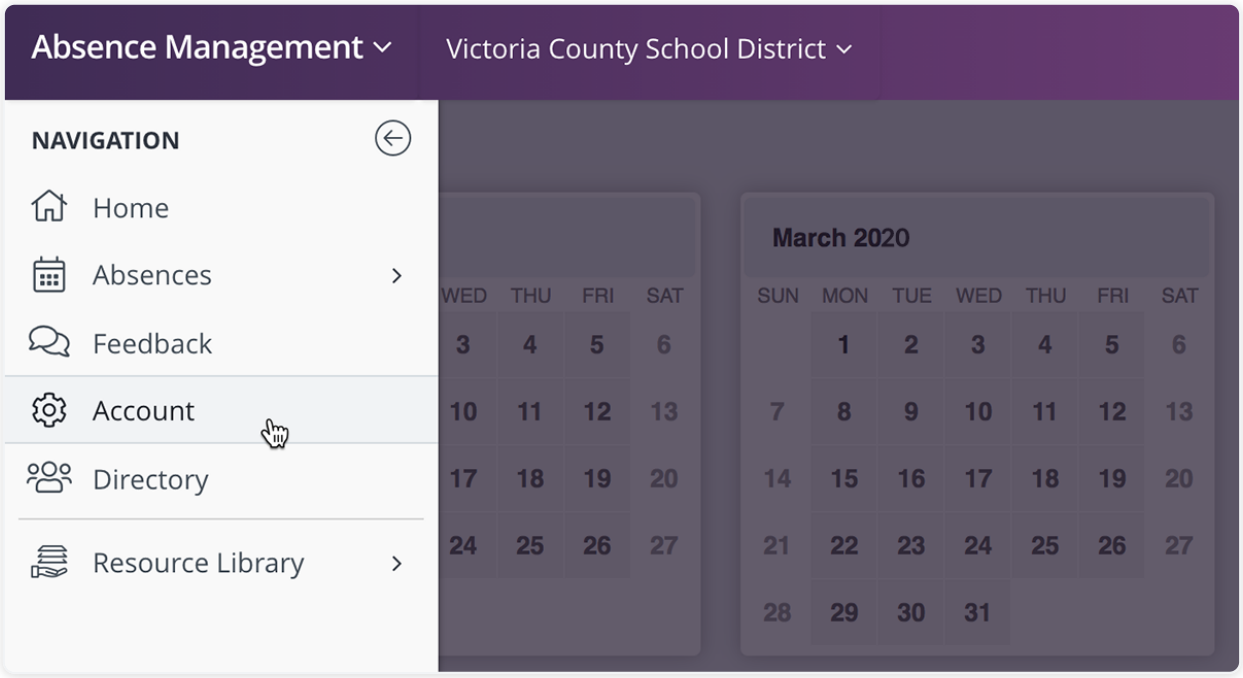
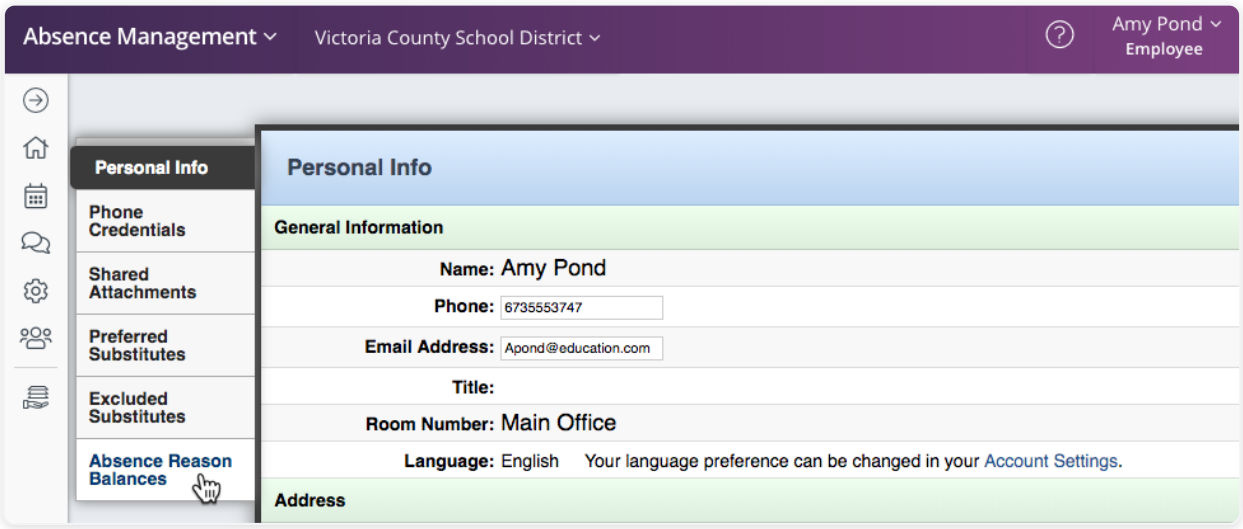
Viewing Absence Reason Balances

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.

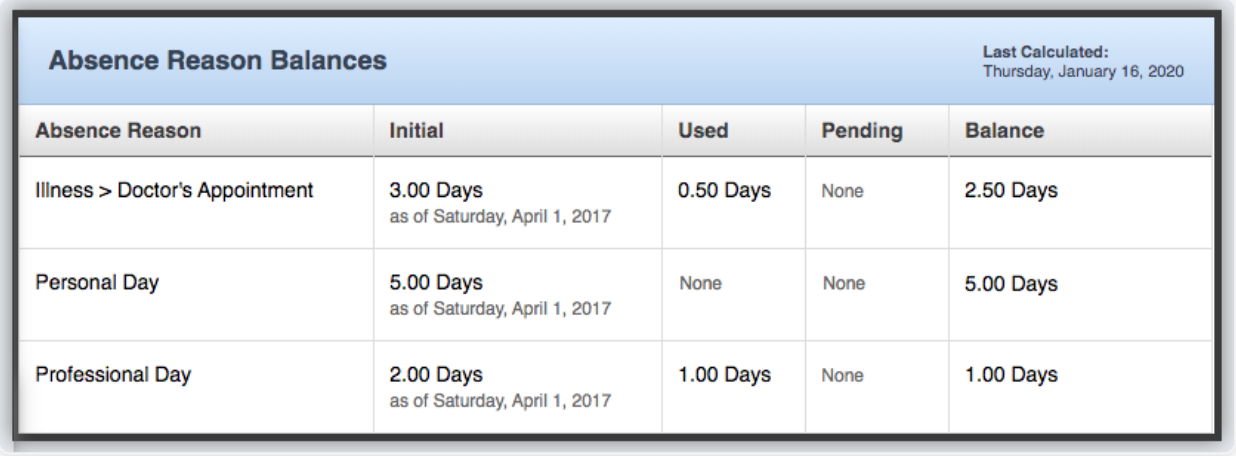


Now click the **Absence Reason Balances** tab to the left of the page.



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



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