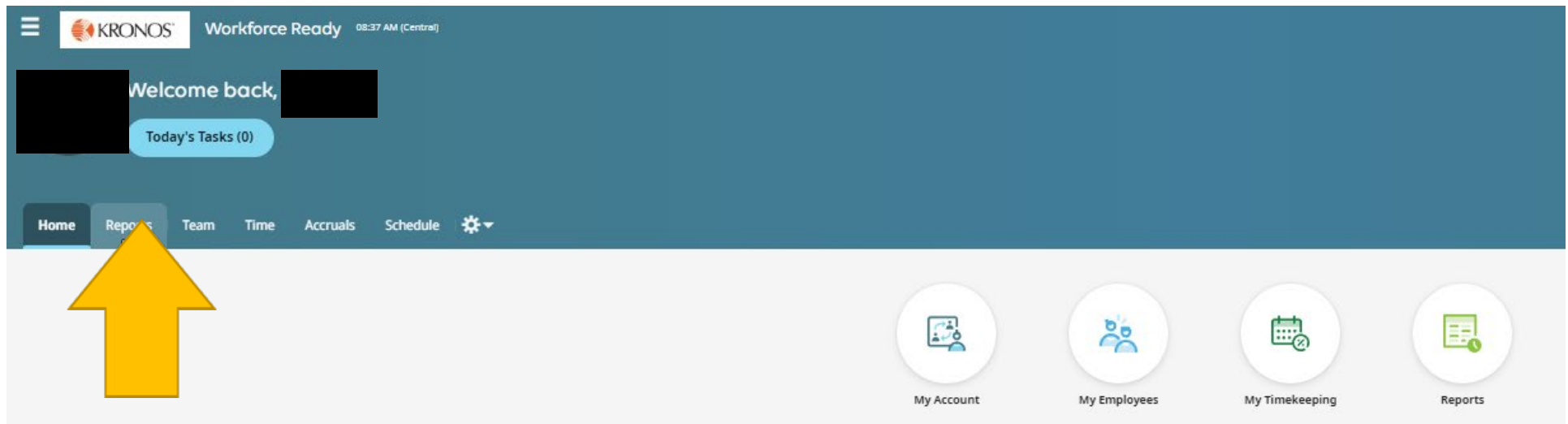


Identifying how much Personal Leave an employee has used - Supervisor view

Issue: Employees are allowed to use a maximum of 6 days' worth of Sick Leave as "Personal Leave". Sometimes, employees attempt to exceed that amount and need to make adjustments to stay within the requirements.

Resolution:

An on-demand report has been made available to Timekeepers: "Personal Leave Balance Report_Supervisor view". It is located on the "Reports" tab of the Supervisor's dashboard.



Identifying how much Personal Leave an employee has used - Supervisor view

Calculated Time Summary »

Page 1 of 1 1 - 3 of 3 Rows Current: Personal Leave Balance Report_Time... Counter Date: 07/01/2024 - 06/30/2025 Columns (1) 2

	Last Name	First Name	Employee Id	Balance Status	Hours Used	Hours remaining-hours	Standard Work Day	Max 6 days-hours	Time Off Full Name
				OK	15:00	03:00	3:00	18:00	Sick Leave/Personal
				Negative	52:30	-07:30	7:30	45:00	Sick Leave/Personal
				OK	11:30	24:30	6:00	36:00	Sick Leave/Personal
Page Total					79:00				

-  Counter Date: 07/01/2025 - 06/30/2026 : this was set for the full year to capture **both current and future** uses of Personal Leave
-  (“Employee Quick Links and Actions” button): usual quick access to employee information/timesheets/etc
-  (“View Time Off Counts” button): quick access to time off counts to view Taken/Scheduled leave
- Employee ID/First Name/Last Name: usual employee data
- Balance Status: whether the employee still has Personal Leave to use (System will show “OK”) or if the person has requested to use Personal Leave that exceeds the amount allotted (System will show “Negative”).
- Hours Used: total number of hours recorded in timesheet counters associated with Personal Leave (captures **both current and future** uses).
- Hours Remaining-hours: calculation for what the employee has (or does not have) available
- Standard Work Day: reminder; used in calculations
- Max 6 days-hours: total number of hours based on multiplying the employee’s Standard Work Day by “6” which is the allotted amount per Florida Statute.
- Time Off Full Name: narrowing down on Personal Leave that has been entered on the employee’s timesheet during the time period

A few notes: “Balance Status” is a custom column that can be filtered or sorted to only see those who would be “negative”. You can also export the file to Excel and filter.

Identifying how much Personal Leave an employee has used - Supervisor view

What to do if you see the word “Negative” in the Status column:

Click on the “View Time Off Counts” button to see this pop up box.

Time Off Counts

X

Page 1 of 1 | 1 - 3 of 3 Rows | View By: Hours

Type	Accrued To	Current Accrued	Taken	Current Balance	Scheduled	Pending Approval
Annual Leave	02/11/2025	00:00	00:00	00:00	00:00	00:00
Accrual Year 07/01/2024 - 07/01/2025						
Sick Leave	03/01/2025	75:00	15:00	07:30	52:30	00:00
Accrual Year 07/01/2024 - 07/01/2025						
Sick Transfer		00:00	00:00	00:00	00:00	00:00
Accrual Year 09/01/2024 - 09/01/2025						

Close

Identifying how much Personal Leave an employee has used - Supervisor view

Type	Accrued To	Current Accrued	Taken
Annual Leave	02/11/2025	00:00	00:00
Accrual Year 07/01/2024 - 07/01/2025			
Sick Leave	03/01/2025	75:00	15:00
Accrual Year 07/01/2024 - 07/01/2025			

Click on the “Taken” hyperlink and see the following. Since Personal Leave was not used, these would not trigger the “Negative” Balance Status on the report.

Taken Hours/Days - Sick Leave

Page 1 of 1 1 - 2 of 2 Rows Current: [System]

Date	Weekday	Hours	Time Off
09/13/2024	Friday	7:30	Sick Leave
12/13/2024	Friday	7:30	Death of Relative
Report Total		15:00	

Identifying how much Personal Leave an employee has used - Supervisor view

Then click on the “Scheduled” hyperlink and see the following. Since this is where the employee exceeded the allotment, the employee can be contacted to modify one of the Time Off entries to another allowable type (if available) or decide to take the time as Unpaid.

Time Off Counts

X

Page 1 of 1 1 - 3 of 3 Rows View By: Hours

Type	Accrued To	Current Accrued	Taken	Current Balance	Scheduled	Pending Approval
Annual Leave	02/11/2025	00:00	00:00	00:00	00:00	00:00
Accrual Year 07/01/2024 - 07/01/2025						
Sick Leave	03/01/2025	75:00	15:00	07:30	52:30	00:00
Accrual Year 07/01/2024 - 07/01/2025						
Sick Transfer		00:00	00:00	00:00	00:00	00:00
Accrual Year 09/01/2024 - 09/01/2025						



Close

Scheduled Hours/Days - Sick Leave

◀ Page 1 of 1 ▶ 1 - 7 of 7 Rows Current: [System] ▼

Date	Weekday	Hours	Time Off
02/13/2025	Thursday	7:30	Personal
02/14/2025	Friday	7:30	Personal
02/17/2025	Monday	7:30	Personal
05/06/2025	Tuesday	7:30	Personal
05/07/2025	Wednesday	7:30	Personal
05/08/2025	Thursday	7:30	Personal
05/09/2025	Friday	7:30	Personal
Report Total		52:30	