Viewing your leave balances in Themis

The Leave function in Themis Self Service allows you to view your leave balances as at a selected date. There are a number of methods you may use to check your leave balances.

1. Log on to Themis using your Staff Self Service responsibility and select My Leave Details > Leave of Absence.
   The Leave of Absence screen will display.

   ![Leave of Absence Screen](image)

2. Click on the Entitlement Balances tab.
   Your leave balances as at the current date will display.

   ![Entitlement Balances Tab](image)

3. Enter the date for which you wish to calculate your leave balance and click the Go button.
   You may use the date format DD-MMM-YYYY (e.g.: 31-Dec-2013), or click on the calendar icon and select the appropriate date.
   Your leave balances as at the selected date will display.

   ![Go Button](image)

Notes:
- All leave balances are displayed in days.
- Leave balances are reduced on commencement of the leave.
- Unapproved leave has not been deducted from the balances shown.
Checking your leave balance in the leave request screen

Themis also enables you to check your leave balances when you are entering a leave application, either within the Create an Absence Request screen or the Review screen.

Create an Absence Request screen

1. Place your cursor over the **View Entitlement Balance** text in the View Entitlement Balances section.

The Entitlement Balance dialog box will display.

2. Enter the date for which you wish to calculate your leave balance and click the **Go** button.

3. Close the dialog box and complete or cancel your leave request as required.

Create Absence Review screen

1. Place your cursor over the **View Entitlement Balance** text in the View Entitlement Balances section.

The Entitlement Balance dialog box will display.

2. Enter the date for which you wish to calculate your leave balance and click the **Go** button.

3. Close the dialog box and complete or cancel your leave request as required.