How to view my Vacation Balance?

1 Visit **MyOntarioTech** Select "Employees"

2 Click on "Current Employee"

3 Click on "Employee dashboard" under "Current Employee"

4 Click on "Full Leave Balance Information"

5 Click "Vacation"

6 To view more details of your Vacation Leave click on Click on "Leave History"

7 View your Vacation Leave Balance History

Employee Dashboard • Leave Balance Information

Leave Balance Information

Leave Balances as of 02/28/2022

Vacation

Beginning Balance	3.67
Earned	11.00
Taken	0.00
Vacation in days	14.66

Employee Dashboard • Leave Balance Information • Leave Details

Leave Details

Leave Type: Vacation
Leave Accrual and Usage from 09/02/2021 to 09/01/2022   Leave History

EARNED AND TAKEN

Payroll Type: University Monthly
Pay Period: 02/01/2022 - 02/28/2022
Date Paid: 02/25/2022

| Taken: 0.00 in days | Earned: 1.83 in days |

Employees

Access your personal information, time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

Current employees

My account

- Electronic Personnel Action Form (EPAF)
- Email
- Employee dashboard
- My HR Connection
- Personal information

Employee Dashboard
Employee Dashboard

Smith, Zedd
My Profile
My Team   Vacation in days 14.66
Full Leave Balance Information

Employee Dashboard • Leave Balance Information • Leave Details • Leave Balance History

Vacation

Effective Date: 02/28/2022	Change Reason: PHPUPDT program updated hours accrued, taken and banked.	Beginning Balance: 3.67 in days	Earned: 11.00 in days	Taken: 0.00 in days	Current Available: 14.66 in days
Effective Date: 01/31/2022	Change Reason: PHPUPDT program updated hours accrued, taken and banked.	Beginning Balance: 3.67 in days	Earned: 9.16 in days	Taken: 0.00 in days	Current Available: 12.83 in days