

# How to view my Vacation Balance?

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

2 Current Employee

3 About Me  
 > Direct Deposit  
 > Pay Information  
 > **Personal Information**  
 > Tax Information  
 > Update My Name

Employee Dashboard

Smith, Zedd

My Profile  
My Team

Vacation in days **14.66**

**Full Leave Balance Information**

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	<b>14.66</b>

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	Payroll Type: University Monthly Pay Period: 01/01/2022 - 01/31/2022 Date Paid: 01/28/2022	Taken: 0.00 in days	Earned: 1.83 in days
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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

- 1 Visit [MyOntarioTech](#) Select "Employees"
- 2 Click on "Current Employee"
- 3 Click on "Personal Information"
- 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