

**Request your current year Termination Account payout** [**http://www.uvic.ca/hr/forms/index.php**](http://www.uvic.ca/hr/forms/index.php)

**Review your leave balances**

This quick guide describes how to check your annual allotments and leave balances.

Access MyPage using your smart phone, tablet or PC.

| # | Instructions | Screenshot |
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| 1 | Sign in to UVic using your NetLink ID and password. From the **My online tools** menu, choose **My page**. |  |
| 2 | From the left menu bar, choose **Employee services**. |  |
| 3 | Choose the **Leaves & Benefits** tab. |  |
| 4 | To view your current leave balances, choose **Leave Balances**. |  |
| 5 | The Leave Balances report shows any leave balances carried over from the previous year, as well as your current allocation, leaves taken to date and available balances. |  |
| 6 | Many types of leave display a negative figure (e.g. -7.0) when leave is taken.  Only leaves with accrued balances (e.g. vacation, sick leave) display a positive balance. |  |

**Quick Links:**

Collective Agreements <http://www.uvic.ca/hr/services/home/labour-relations/index.php>

Leaves and Vacation <http://www.uvic.ca/hr/services/home/compensation/leaves/index.php>

HR Forms and Resources <http://www.uvic.ca/hr/forms/index.php>

Benefit Handbooks and Quick Reference Guides <http://www.uvic.ca/hr/services/home/compensation/benefits/handbooks/index.php>