

# Viewing Absence Reason Balances

Your district may use Absence Management to help track your "Absence Reason Balances". If this tool is utilized, you can check those balances directly via your Absence Management application.

To access this information, click on the **Account** option in the side navigation.

The screenshot shows the Absence Management application interface. At the top, there is a purple header with "Absence Management" and "Victoria County School District". Below the header is a navigation menu with the following items:

- NAVIGATION (with a back arrow icon)
- Home (with a house icon)
- Absences (with a calendar icon and a right arrow)
- Feedback (with a speech bubble icon)
- Account** (with a gear icon and a hand cursor pointing to it)
- Directory (with a group of people icon)
- Resource Library (with a book icon and a right arrow)

In the background, there are two calendar views. The left one shows a grid for WED, THU, FRI, and SAT with dates 3-6, 10-13, 17-20, and 24-27. The right one shows a calendar for March 2020 with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and dates 1-6, 7-13, 14-20, 21-27, and 28-31.

Now click the **Absence Reason Balances** tab to the left of the page.

**Absence Management** Victoria County School District ? Amy Pond Employee

**Personal Info**

**Personal Info**

**General Information**

**Name:** Amy Pond

**Phone:** 6735553747

**Email Address:** Apond@education.com

**Title:**

**Room Number:** Main Office

**Language:** English Your language preference can be changed in your [Account Settings](#).

**Address**

Here's a quick key to help you understand the columns on the Absence Reasons Balances page:

- ➔ **Initial** - This is the initial number of days or hours given to you for this absence reason.
- ➔ **Used** - The number of days or hours you have used so far.
- ➔ **Pending** - The number of days or hours that you have scheduled for upcoming absences.
- ➔ **Balance** - This is your current absence reason balance. You can also see your "Days/Hours after Pending" balance which calculates in your pending time.

<b>Absence Reason Balances</b>				<b>Last Calculated:</b> Thursday, January 16, 2020
<b>Absence Reason</b>	<b>Initial</b>	<b>Used</b>	<b>Pending</b>	<b>Balance</b>
Illness > Doctor's Appointment	3.00 Days as of Saturday, April 1, 2017	0.50 Days	None	2.50 Days
Personal Day	5.00 Days as of Saturday, April 1, 2017	None	None	5.00 Days
Professional Day	2.00 Days as of Saturday, April 1, 2017	1.00 Days	None	1.00 Days



Balances can be calculated in days or hours depending on your district's settings.