

Banked Leave Conversion

The option to bank leave is available once per year in December for eligible employees. Additional information regarding banked leave options will be provided by your institution if you are eligible.

To see Leave Policies click [here](#).

1. Navigate to your [timesheet](#).
2. Click the **Absence Balances** tab on the left side bar.
3. Review the *Banked Leave Conversion Eligibility*, located between posted and projected balances.
4. Click back on **Timesheet**.
5. On a non-scheduled day during December, select the **Time/Absence Code**, *Convert Vac to Banked Lv.*
6. Additional fields will appear to enter information:
 - a. Enter the number of hours to convert in **Convert Hours** field.
 - b. Enter the number of hours to payout in **Payout Hours** (as eligible).
7. Click **Submit**.