

# Leave Balance Cheat Sheet

This cheat sheet is helpful when you are planning to take leave and want to know your current balance prior to your next pay check. Leave Balances in ADP are based on the time included in your last pay check.

## EXAMPLE:

- Your 15 July pay check is for the hours you worked from 15-30 June. So, your leave balance 15 July reflects only your balance as of 30 Jun.
- If you want to figure out your leave balance to include the hours from 1-15 July as well, here is how you do it:

Leave Balance on 15 July  
*Includes 15-30 June leave amounts*

PTO:	10
SICK:	5
*Other time off:	0



Leave Hours from 1-15 July  
*Will reflect in ADP balance on 30 July*

PTO:	3.33
SICK:	1.53
Other time off:	8



Real Time Leave Balance

PTO:	13.33
SICK:	6.53
Other time off:	8

*\*Other time off: This is contract dependent, but can include floating holidays, comp time, etc.  
All Numbers used in this example are notional*