

UNM Sick Leave Sale Quick Reference Sheet

Timeframe

- Sick Leave Sale Begins December 1, 2009
- Sick Leave Sale Ends December 8, 2009

Policy Reference

- [Policy 3410](#)

The UNM Sick Leave Sale **invitations are based on eligibility**. Not all UNM employees will receive a link to the reporting tool.

Accessing your Sick Leave Balance in LoboWeb

- To quickly check your Sick Leave Balance:
 1. Click here: <https://my.unm.edu>
 2. Enter your UNM NetID and Password
 3. Click the "Employee Life" tab
 4. Click the LoboWeb logo in the center of the screen
 5. Click "Leave Balances"
 6. Look at the column labeled "Available Balance"

Notes Regarding Leave Balances

- The Beginning Balance column will display the number of hours you have available as of January 1.
- The Earned Current Calendar Year Column will display the total number of hours you have earned for that current calendar year.
- The Taken Current Calendar Year column will display the total number of hours you have taken for that current calendar year.
- Your Available Balance will then be calculated by taking your beginning balance, adding the number of hours in your earned column, and subtracting the number of hours in your taken column.
- Leave balances are based on the last pay period and may be subject to change based on your leave usage during the current pay period.

If you have questions

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