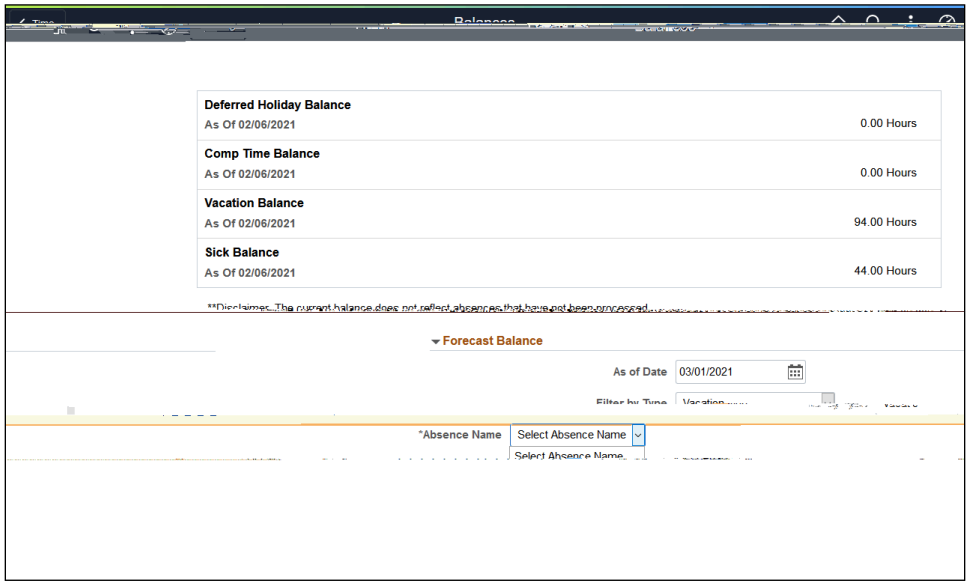
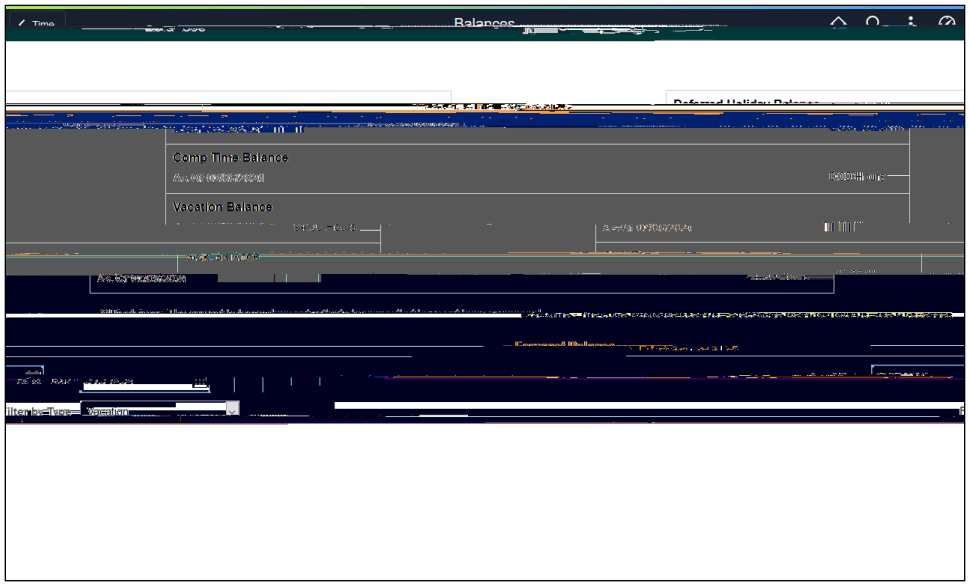
Step	Action
3.	The Balances page is displayed with the following leave balances as of the specified date: - Deferred Holiday Balance - Comp Time Balance - Unsched Hol Balance - Vacation Balance e1TETn- - Sick Balance
4.	To view potential future leave, click the **Forecast Balance** menu.
5.	The Forecast Balance options are displayed.



Step	Action
9.	Select the appropriate option from the displayed list. Vacation



Step	Action
10.	The Absence Name is displayed with the Current Balance for the selected Absence Type. Click the **Forecast Balance** button.

Step	Action
11.	The Forecast Details are displayed.