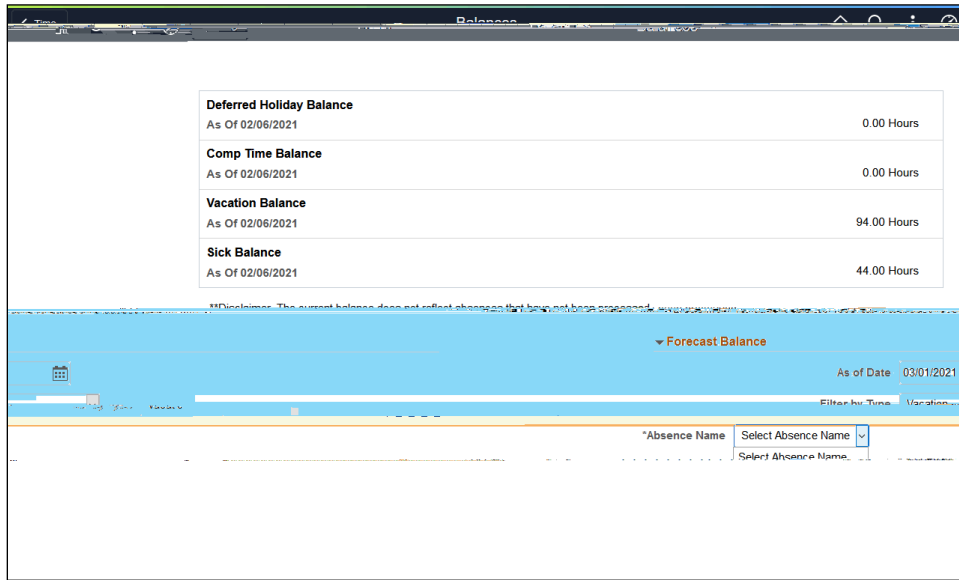
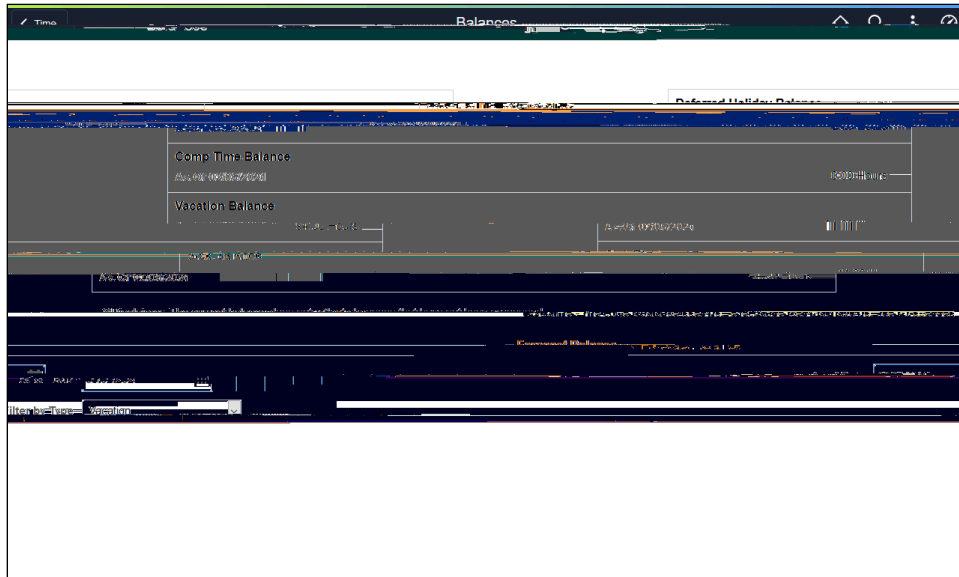


| Step | Action |
|------|--|
| 3. | The Balances page is displayed with the following leave balances as of the specified date: - Deferred Holiday Balance - Comp Time Balance - Unsched Hol Balance - Vacation Balance e1TETn- - Sick Balance |
| 4. | To view potential future leave, click the Forecast Balance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



| Step | Action |
|------|---|
| 9. | Select the appropriate option from the displayed list. <div style="background-color: #007bff; color: white; padding: 2px 10px; display: inline-block; margin-top: 5px;">Vacation</div> |



| 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. |