

## Leave Balance Inquiry

Step	Action
1.	Click the <b>Review Existing Leave Balances</b> link. 
2.	In the grid your leave balances will be displayed. You cannot make changes on this screen. This screen is only for review purposes.
3.	After reviewing the information you can close this window.  Click the <b>Close</b> button. 
4.	You have successfully completed the <b>Leave Balance Inquiry</b> lesson. <b>End of Procedure.</b>