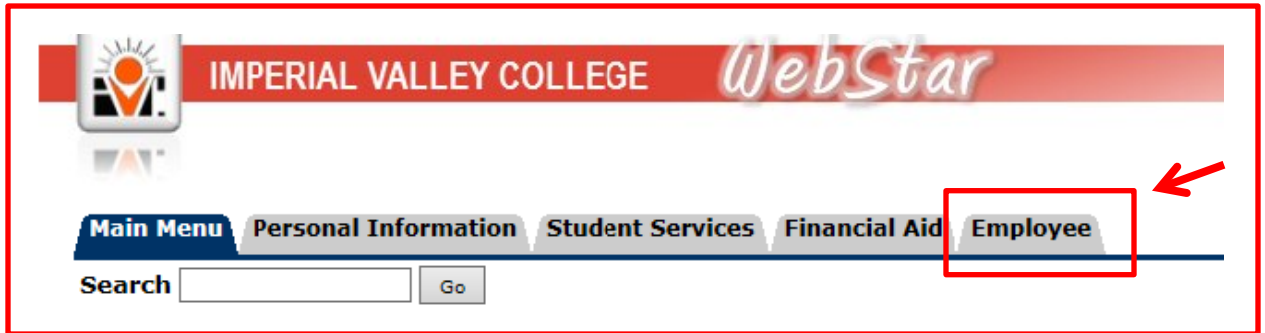
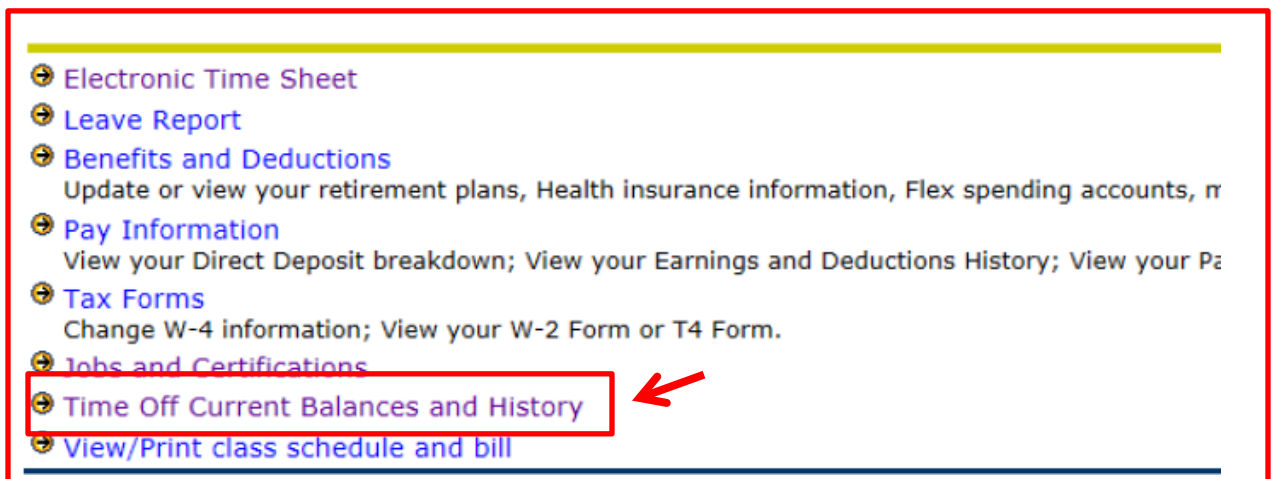


How to Check Your Sick Leave Balance

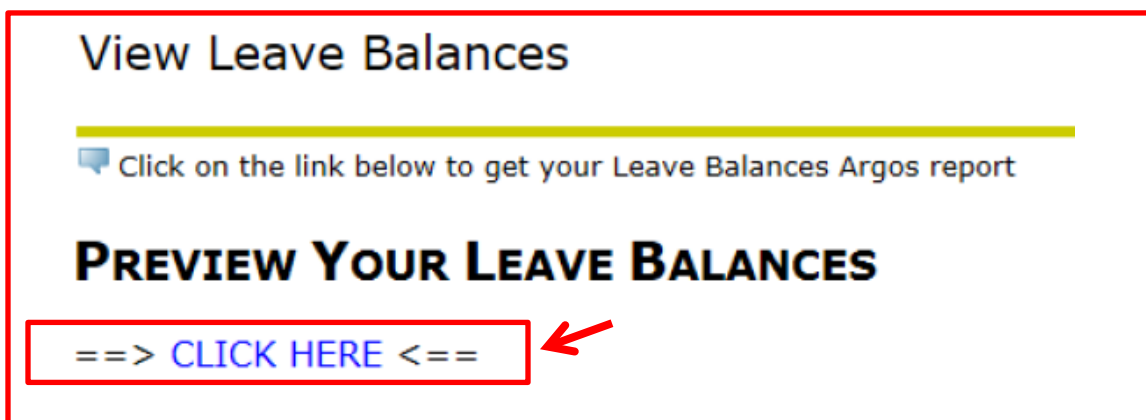
1. Login to WEBSTAR
2. Choose the Employee Tab



3. Choose the "Time Off Current Balances and History" Option



4. Choose the "Click Here" option



5. You will see the following screen with your sick leave balance

Leave Balances Summary		Hours	
Sick Leave		2.15	
Leave Balances Details		SICK LEAVE	
		Credited	Time Off SL
2015	AUG-SEP	1.55	
2015	JUL-AUG	0.6	
TOTALS		2.15	0