

# HOW TO CALCULATE YOUR "Leave Balance"

To determine leave balance amount, log into BEST Employee Self Service Portal

**FIRST Time Accessing BEST Self Service Portal**

[Directions for first time users to BEST](#)

**Log in to BEST Self Service Portal**

[Directions to log in to BEST](#)

## LEAVE BALANCE

Located on the bottom left of Pay Stub

Example:

### LEAVE BALANCES

<u>DESCRIPTION</u>	<u>ACCRUED</u>	<u>USED</u>	<u>ENDING BAL</u>
SICK	00:00	00:00	359:28

**Divide ending balance by 7.38**

*7.38 hrs. = 1 day*

If your contract states you work 8 hours, divide by 8

Using example balance:

$$359.28 / 7.38 = 48.68$$

This equates to 48 days and some hours

Use conversion chart to determine the "some hours" part of your leave balance.

[Conversion Chart](#)

Using example balance:

$$.68 = 41 \text{ minutes on conversion chart}$$

**Total leave balance:** 48 days and 41 minutes