

Employees may access their own leave balances via myHancock by following the instructions below:

- 1) Login to myHancock
- 2) Click on the "Employee Resources" tab



- 3) Click on My Leave Report in the Employee Information channel:

- [Administrator Leave Request Form](#)
- [Classified Leave Request Form](#)
- [Employee Online / RAVE Contacts](#)
- [Faculty Leave Request Form](#)
- [Leaves of Absence Board Policy](#)
- [My Leave Report](#)
- [Workers Compensation/Injury on the Job](#)

- 4) Your leave report will be emailed to you.

