Profile that contains DFD Leave Accrual Plans

Reporting Period per Leave Accrual Type
12-month standard calculating leave accrual grids

Accrual Vested Balance is the number of hours available based on the **Balance as of date**.

Planned Takings are future-dated entries after the **Balance as of date**.

Pending Grants are accruals you will earn between the **Balance as of date** and the end of the **Reporting Period**.

Leave Accrual Bank Type

All Leave Units are in hours

Vested Opening Balance is the balance as of the **beginning of the Reporting Period**.

Earned to date is the amount of accruals earned since the beginning of the **Reporting Period**.

Taken to date is the amount of accruals taken since the beginning of the **Reporting Period**.

Vested Ending Balance* is the balance as of the end of the **Reporting Period**.

---

*Accrual Vested Balance + Planned Takings – Pending Grants = **Vested Ending Balance**. This is also what you will see in the My Actions → Time Off Request → Time Off Balances (hours) as of today, so that any pending items are taken into consideration for future time off requests.