Click on the **Reports** widget from the Related Items Pane:
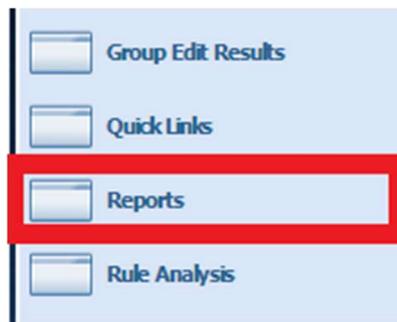
Click on the **+ All** > select **Accrual Detail** > ensure that the detail highlighted is selected from the dropdown> Click **Run Report**> Click the **Check Report Status** tab>

The status will be **Pending** > click on **Refresh Status** every few seconds until the status changes to complete> click on **View Report**

This will then open in PDF form and scroll through to Sick… This will give you the amount in days they have remaining

- Balance forward is the balance as of the date you are viewing
- Sick is recorded in days rather than hours
- Sick balance (days) is what they've taken over the rolling year
- Sick Max Entitlement (Days) is the colleague's full entitlement