1. To find the PTO Balance that would normally be forfeited to the Reserve Sick Bank, log into Workday.
2. Select the **Time Off** icon.

3. Under the **View** section, select **Time Off Balance**.

4. Then select the **Balance as of Date** based on the PTO Anniversary Date, which is the first of the month after the hire date (unless the hire date is the first of the month) and **click OK**.
   - For example; if the hire date is March 19, the PTO Anniversary Date is April 1 or if the hire date is April 1, the PTO Anniversary Date is April 1.

5. If there is a PTO balance that is forfeited to the Reserve Sick Bank, there will be a balance of time located in the **Carryover Forfeited in Period** column. The balance in **Carryover Forfeited in Period** will be moved back to the PTO plan for future use during the exception period. Impacted PTO that is not used by June 30, 2022 will be permanently moved back Reserve Sick Bank.