



MERCED COMMUNITY COLLEGE
Office of Human Resources

How to Check Leave Balances

To access Leave Balances, please follow the directions below.

Go to the Merced College website, www.mccd.edu

Select MC Portal and log on

Look for WebAdvisor

1. Select WebAdvisor for Employees
2. Select Employee Information
3. Select Leave Plan Summary

Faculty

For full-time faculty, leave is in days

For overload, leave is hours

Classified

Leave is in hours

Management

Leave is in days