



County of Henrico, Virginia

INTEROFFICE MEMORANDUM

TO: Agency Heads & Key Officials

SUBJECT: Semi-annual Leave Summaries
6/19/2002 through 12/17/2002

FROM: Director of Human Resources

DATE: March 5, 2003

Enclosed are your agency's semi-annual leave summaries for the period June 19, 2002 thru December 17, 2002. For the current reporting period the average sick leave used countywide was 33.58 hours with 18 agencies falling below the County's average. The chart on the back of this memo compares the *annual average sick leave usage since 1987*.

The enclosed reports reflect hours rather than days so that totals are more accurate and can be converted easily for employees with different length workdays. Copies of the semi-annual leave reports listed below are enclosed for your agency:

- **Leave Summary—Individual** (MAP322)...reflects leave usage for each employee in your agency. *Three copies are provided--one for supervisors, one for the employee, and a copy for departmental records. Please be sure each employee is given his or her summary.*
- **Leave Summary for the Period** (MAP321)...summarizes leave activity for each location as well as a total summary for your department.
- **Leave Statistics Report by Leave Code** (MAPQ324)...compares leave usage by County departments for specific leave categories--annual, sick and compensatory leave (used, earned and lost).
- **Leave Ranking by Department** (MAPQ325)...ranks employees in your agency by usage by leave category.

Please keep in mind that these reports contain much valuable information for employees and supervisors. However, new employees and/or supervisors may need a short explanation of how to understand and best utilize the information given.

If you have any questions concerning any of these reports, please contact our office.

George H. Cauble, Jr. SPHR

Enclosures

TIPS on Tracking Leave Usage—please pass these tips along.

Employees—can now view their own leave information for the past 18 months through The PIKE (virtual.henrico). This is an excellent way for employees to track their use of personal and family sick leave during the year. Employees earning compensatory leave can also see when they are due to lose comp leave by visiting **The Bank** on The PIKE.

Agency staff—those who have access to MAPS can use the LVP command to bring up leave used by a particular leave code. You can use this command (**LVP 21**) to produce a list of all family sick leave used in your agency. There are several ways that this command can be used. For example:

LVP 21 SSN S for an individual

or

LVP 21 xxx L (xxx = your location code) for employees in a specific location

If you wish to review other ways that this command might help you, type in **HELP LVP** at a MAPS menu and XMIT to see different ways you can use the command. If you think this would be beneficial to you or your staff, check it out.



Henrico County Average Sick Leave Used



FOR THE PERIOD FROM 02/06/19 THRU 02/12/17

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPL'S ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|-------------------------|-------------------------|
| 1 | ANNUAL | LOST | 9901 | BOARD OF SUPERVISORS | .00 | 5.0 | 1.0 |
| 2 | ANNUAL | LOST | 1104 | JAMES RIVER JUVENILE DETENTION CTR | .00 | 62.2 | 17.0 |
| 3 | ANNUAL | LOST | 1501 | LIBRARY | .00 | 117.3 | 77.0 |
| 4 | ANNUAL | LOST | 0121 | COMMONWEALTH'S ATTORNEY | .00 | 49.5 | 31.8 |
| 5 | ANNUAL | LOST | 1301 | PUBLIC UTILITIES | .00 | 338.8 | 53.7 |
| 6 | ANNUAL | LOST | 0602 | EXTENSION AGENT | .00 | 4.1 | 2.1 |
| 7 | ANNUAL | LOST | 0112 | COUNTY ATTORNEY | .00 | 16.8 | 10.8 |
| 8 | ANNUAL | LOST | 1001 | PLANNING | .00 | 60.1 | 33.7 |
| 9 | ANNUAL | LOST | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | .00 | 8.2 | 6.2 |
| 10 | ANNUAL | LOST | 0301 | SOCIAL SERVICES | .00 | 157.2 | 121.1 |
| 11 | ANNUAL | LOST | 0109 | REGISTRAR | .00 | 9.9 | 2.0 |
| 12 | ANNUAL | LOST | 1102 | SHERIFF'S OFFICE | .00 | 336.0 | 44.2 |
| 13 | ANNUAL | LOST | 0119 | CIRCUIT COURT CLERK | .00 | 33.8 | 4.0 |
| 14 | ANNUAL | LOST | 0501 | FIRE | .00 | 397.2 | 48.8 |
| 15 | ANNUAL | LOST | 0111 | COUNTY MANAGER | .00 | 13.0 | 8.0 |
| 16 | ANNUAL | LOST | 0802 | MH/MR | .00 | 293.5 | 223.9 |
| 17 | ANNUAL | LOST | 0115 | INFORMATION TECHNOLOGY | .00 | 83.8 | 62.0 |
| 18 | ANNUAL | LOST | 0124 | HENRICO CO COMMUNITY CORRECTIONS | .00 | 16.5 | 13.6 |
| 19 | ANNUAL | LOST | 0101 | FINANCE | .00 | 152.1 | 65.1 |
| 20 | ANNUAL | LOST | 1103 | JUVENILE DETENTION | .00 | 32.0 | 11.0 |
| 21 | ANNUAL | LOST | 0120 | CIRCUIT COURT JUDGES | .00 | 6.3 | 2.3 |
| 22 | ANNUAL | LOST | 0601 | RECREATION | .00 | 145.3 | 55.8 |
| 23 | ANNUAL | LOST | 0110 | HUMAN RESOURCES | .00 | 41.5 | 29.6 |
| 24 | ANNUAL | LOST | 0901 | BUILDING INSPECTIONS | .00 | 55.0 | 16.0 |
| 25 | ANNUAL | LOST | 0116 | REAL PROPERTY | .00 | 8.0 | 5.0 |
| 26 | ANNUAL | LOST | 0202 | PUBLIC WORKS | .00 | 228.6 | 38.9 |
| 27 | ANNUAL | LOST | 0108 | INTERNAL AUDIT | .00 | 4.0 | 4.0 |
| 28 | ANNUAL | LOST | 1002 | THE PERMIT CENTER | .00 | 14.8 | 1.7 |
| 29 | ANNUAL | LOST | 0118 | CATC | .00 | 18.5 | 15.0 |
| 30 | ANNUAL | LOST | 0401 | POLICE | .00 | 674.7 | 40.2 |
| 31 | ANNUAL | LOST | CNTY | **** AVERAGE FOR COUNTY **** | .00 | 3,581.0 | 1,088.8 |
| 32 | ANNUAL | LOST | 0114 | GENERAL SERVICES | .00 | 197.3 | 43.2 |

FOR THE PERIOD FROM 02/06/19 THRU 02/12/17

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|------------------------|-------------------------|
| 1 | ANNUAL | USED | 0501 | FIRE | 143.11 | 397.2 | 48.8 |
| 2 | ANNUAL | USED | 0401 | POLICE | 96.61 | 674.7 | 40.2 |
| 3 | ANNUAL | USED | 9901 | BOARD OF SUPERVISORS | 90.50 | 5.0 | 1.0 |
| 4 | ANNUAL | USED | 1002 | THE PERMIT CENTER | 81.11 | 14.8 | 1.7 |
| 5 | ANNUAL | USED | CNTY | **** AVERAGE FOR COUNTY **** | 80.82 | 3,581.0 | 1,088.8 |
| 6 | ANNUAL | USED | 1103 | JUVENILE DETENTION | 78.84 | 32.0 | 11.0 |
| 7 | ANNUAL | USED | 1102 | SHERIFF'S OFFICE | 78.81 | 336.0 | 44.2 |
| 8 | ANNUAL | USED | 0108 | INTERNAL AUDIT | 78.75 | 4.0 | 4.0 |
| 9 | ANNUAL | USED | 0120 | CIRCUIT COURT JUDGES | 75.32 | 6.3 | 2.3 |
| 10 | ANNUAL | USED | 0115 | INFORMATION TECHNOLOGY | 74.94 | 83.8 | 62.0 |
| 11 | ANNUAL | USED | 0101 | FINANCE | 72.74 | 152.1 | 65.1 |
| 12 | ANNUAL | USED | 0901 | BUILDING INSPECTIONS | 72.39 | 55.0 | 16.0 |
| 13 | ANNUAL | USED | 0202 | PUBLIC WORKS | 70.78 | 228.6 | 38.9 |
| 14 | ANNUAL | USED | 0114 | GENERAL SERVICES | 69.39 | 197.3 | 43.2 |
| 15 | ANNUAL | USED | 1501 | LIBRARY | 68.62 | 117.3 | 77.0 |
| 16 | ANNUAL | USED | 0601 | RECREATION | 67.46 | 145.3 | 55.8 |
| 17 | ANNUAL | USED | 0119 | CIRCUIT COURT CLERK | 65.84 | 33.8 | 4.0 |
| 18 | ANNUAL | USED | 1301 | PUBLIC UTILITIES | 65.14 | 338.8 | 53.7 |
| 19 | ANNUAL | USED | 0124 | HENRICO CO COMMUNITY CORRECTIONS | 63.02 | 16.5 | 13.6 |
| 20 | ANNUAL | USED | 0111 | COUNTY MANAGER | 61.85 | 13.0 | 8.0 |
| 21 | ANNUAL | USED | 0109 | REGISTRAR | 59.80 | 9.9 | 2.0 |
| 22 | ANNUAL | USED | 0802 | MP/MR | 59.11 | 293.5 | 223.9 |
| 23 | ANNUAL | USED | 0121 | COMMONWEALTH'S ATTORNEY | 57.63 | 49.5 | 31.8 |
| 24 | ANNUAL | USED | 0301 | SOCIAL SERVICES | 56.50 | 157.2 | 121.1 |
| 25 | ANNUAL | USED | 0118 | CATC | 54.82 | 18.5 | 15.0 |
| 26 | ANNUAL | USED | 1001 | PLANNING | 53.71 | 60.1 | 33.7 |
| 27 | ANNUAL | USED | 0116 | REAL PROPERTY | 51.31 | 8.0 | 5.0 |
| 28 | ANNUAL | USED | 1104 | JAMES RIVER JUVENILE DETENTION CTR | 49.49 | 62.2 | 17.0 |
| 29 | ANNUAL | USED | 0110 | HUMAN RESOURCES | 48.49 | 41.5 | 29.6 |
| 30 | ANNUAL | USED | 0112 | COUNTY ATTORNEY | 48.45 | 16.8 | 10.9 |
| 31 | ANNUAL | USED | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | 47.44 | 8.2 | 6.2 |
| 32 | ANNUAL | USED | 0602 | EXTENSION AGENT | 30.49 | 4.1 | 2.1 |

| .RANKING | TYPE OF LEAVE. | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|----------|----------------------|----------|------|--------------|------------------|------------------------------|-------------------------------|
|----------|----------------------|----------|------|--------------|------------------|------------------------------|-------------------------------|

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FOR THE PERIOD FROM 02/06/19 THRU 02/12/17

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|------------------------|-------------------------|
| 1 | SICK | USED | 0120 | CIRCUIT COURT JUDGES | 55.95 | 6.3 | 2.3 |
| 2 | SICK | USED | 0118 | CATC | 55.57 | 18.5 | 15.0 |
| 3 | SICK | USED | 0301 | SOCIAL SERVICES | 45.23 | 157.2 | 121.1 |
| 4 | SICK | USED | 0501 | FIRE | 44.62 | 397.2 | 48.8 |
| 5 | SICK | USED | 1103 | JUVENILE DETENTION | 44.34 | 32.0 | 11.0 |
| 6 | SICK | USED | 0202 | PUBLIC WORKS | 41.58 | 228.6 | 38.9 |
| 7 | SICK | USED | 0101 | FINANCE | 40.22 | 152.1 | 65.1 |
| 8 | SICK | USED | 1102 | SHERIFF'S OFFICE | 40.13 | 336.0 | 44.2 |
| 9 | SICK | USED | 0109 | REGISTRAR | 39.32 | 9.9 | 2.0 |
| 10 | SICK | USED | 1104 | JAMES RIVER JUVENILE DETENTION CTR | 37.49 | 62.2 | 17.0 |
| 11 | SICK | USED | 0119 | CIRCUIT COURT CLERK | 36.45 | 33.8 | 4.0 |
| 12 | SICK | USED | 0111 | COUNTY MANAGER | 34.08 | 13.0 | 8.0 |
| 13 | SICK | USED | 0901 | BUILDING INSPECTIONS | 34.01 | 55.0 | 16.0 |
| 14 | SICK | USED | CNTY | **** AVERAGE FOR COUNTY **** | 33.58 | 3,581.0 | 1,088.8 |
| 15 | SICK | USED | 1301 | PUBLIC UTILITIES | 32.03 | 338.8 | 53.7 |
| 16 | SICK | USED | 1001 | PLANNING | 31.79 | 60.1 | 33.7 |
| 17 | SICK | USED | 0601 | RECREATION | 31.36 | 145.3 | 55.8 |
| 18 | SICK | USED | 0802 | MH/MR | 28.42 | 293.5 | 223.9 |
| 19 | SICK | USED | 0124 | HENRICO CO COMMUNITY CORRECTIONS | 26.94 | 16.5 | 13.6 |
| 20 | SICK | USED | 0108 | INTERNAL AUDIT | 26.88 | 4.0 | 4.0 |
| 21 | SICK | USED | 0114 | GENERAL SERVICES | 26.68 | 197.3 | 43.2 |
| 22 | SICK | USED | 0110 | HUMAN RESOURCES | 26.52 | 41.5 | 29.6 |
| 23 | SICK | USED | 0401 | POLICE | 25.94 | 674.7 | 40.2 |
| 24 | SICK | USED | 1002 | THE PERMIT CENTER | 25.93 | 14.8 | 1.7 |
| 25 | SICK | USED | 0121 | COMMONWEALTH'S ATTORNEY | 25.69 | 49.5 | 31.8 |
| 26 | SICK | USED | 0115 | INFORMATION TECHNOLOGY | 25.44 | 83.8 | 62.0 |
| 27 | SICK | USED | 0112 | COUNTY ATTORNEY | 23.26 | 16.8 | 10.9 |
| 28 | SICK | USED | 1501 | LIBRARY | 22.23 | 117.3 | 77.0 |
| 29 | SICK | USED | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | 20.79 | 8.2 | 6.2 |
| 30 | SICK | USED | 0116 | REAL PROPERTY | 13.66 | 8.0 | 5.0 |
| 31 | SICK | USED | 0602 | EXTENSION AGENT | 12.56 | 4.1 | 2.1 |
| 32 | SICK | USED | 9901 | BOARD OF SUPERVISORS | 11.30 | 5.0 | 1.0 |

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------------|----------|------|--------------|------------------|------------------------------|-------------------------------|
|---------|---------------------|----------|------|--------------|------------------|------------------------------|-------------------------------|

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| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|------------------------|-------------------------|
| 1 | COMP | EARN | 9901 | BOARD OF SUPERVISORS | 140.50 | 5.0 | 1.0 |
| 2 | COMP | EARN | 0111 | COUNTY MANAGER | 114.63 | 13.0 | 8.0 |
| 3 | COMP | EARN | 0401 | POLICE | 107.87 | 674.7 | 40.2 |
| 4 | COMP | EARN | 0501 | FIRE | 97.37 | 397.2 | 48.8 |
| 5 | COMP | EARN | 0109 | REGISTRAR | 94.63 | 9.9 | 2.0 |
| 6 | COMP | EARN | 0116 | REAL PROPERTY | 80.70 | 8.0 | 5.0 |
| 7 | COMP | EARN | 0110 | HUMAN RESOURCES | 62.09 | 41.5 | 29.6 |
| 8 | COMP | EARN | 0112 | COUNTY ATTORNEY | 56.72 | 16.8 | 10.9 |
| 9 | COMP | EARN | 0601 | RECREATION | 56.14 | 145.3 | 55.8 |
| 10 | COMP | EARN | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | 49.56 | 8.2 | 6.2 |
| 11 | COMP | EARN | 0115 | INFORMATION TECHNOLOGY | 48.88 | 83.8 | 62.0 |
| 12 | COMP | EARN | 1301 | PUBLIC UTILITIES | 47.84 | 338.8 | 53.7 |
| 13 | COMP | EARN | 1001 | PLANNING | 46.63 | 60.1 | 33.7 |
| 14 | COMP | EARN | 0301 | SOCIAL SERVICES | 44.54 | 157.2 | 121.1 |
| 15 | COMP | EARN | 0118 | CATC | 42.08 | 18.5 | 15.0 |
| 16 | COMP | EARN | 0101 | FINANCE | 41.29 | 152.1 | 65.1 |
| 17 | COMP | EARN | CNTY | **** AVERAGE FOR COUNTY **** | 40.04 | 3,581.0 | 1,088.8 |
| 18 | COMP | EARN | 0114 | GENERAL SERVICES | 39.51 | 197.3 | 43.2 |
| 19 | COMP | EARN | 1104 | JAMES RIVER JUVENILE DETENTION CTR | 32.09 | 62.2 | 17.0 |
| 20 | COMP | EARN | 0202 | PUBLIC WORKS | 29.17 | 228.6 | 38.9 |
| 21 | COMP | EARN | 1102 | SHERIFF'S OFFICE | 28.60 | 336.0 | 44.2 |
| 22 | COMP | EARN | 1103 | JUVENILE DETENTION | 28.30 | 32.0 | 11.0 |
| 23 | COMP | EARN | 0124 | HENRICO CO COMMUNITY CORRECTIONS | 24.85 | 16.5 | 13.6 |
| 24 | COMP | EARN | 0901 | BUILDING INSPECTIONS | 24.63 | 55.0 | 16.0 |
| 25 | COMP | EARN | 0802 | MH/MR | 20.06 | 293.5 | 223.9 |
| 26 | COMP | EARN | 0121 | COMMONWEALTH'S ATTORNEY | 10.33 | 49.5 | 31.8 |
| 27 | COMP | EARN | 1002 | THE PERMIT CENTER | 9.12 | 14.8 | 1.7 |
| 28 | COMP | EARN | 0108 | INTERNAL AUDIT | 8.31 | 4.0 | 4.0 |
| 29 | COMP | EARN | 1501 | LIBRARY | 6.56 | 117.3 | 77.0 |
| 30 | COMP | EARN | 0119 | CIRCUIT COURT CLERK | 1.50 | 33.8 | 4.0 |
| 31 | COMP | EARN | 0602 | EXTENSION AGENT | .00 | 4.1 | 2.1 |
| 32 | COMP | EARN | 0120 | CIRCUIT COURT JUDGES | .00 | 6.3 | 2.3 |

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|------------------------|-------------------------|
| 1 | COMP | LOST | 0109 | REGISTRAR | 67.63 | 9.9 | 2.0 |
| 2 | COMP | LOST | 9901 | BOARD OF SUPERVISORS | 34.50 | 5.0 | 1.0 |
| 3 | COMP | LOST | 0111 | COUNTY MANAGER | 24.38 | 13.0 | 8.0 |
| 4 | COMP | LOST | 0112 | COUNTY ATTORNEY | 23.62 | 16.8 | 10.9 |
| 5 | COMP | LOST | 0401 | POLICE | 19.93 | 674.7 | 40.2 |
| 6 | COMP | LOST | 1001 | PLANNING | 13.44 | 60.1 | 33.7 |
| 7 | COMP | LOST | 0115 | INFORMATION TECHNOLOGY | 8.45 | 83.8 | 62.0 |
| 8 | COMP | LOST | 0110 | HUMAN RESOURCES | 7.20 | 41.5 | 29.6 |
| 9 | COMP | LOST | 0601 | RECREATION | 4.76 | 145.3 | 55.8 |
| 10 | COMP | LOST | 0202 | PUBLIC WORKS | 4.29 | 228.6 | 38.9 |
| 11 | COMP | LOST | 0114 | GENERAL SERVICES | 3.75 | 197.3 | 43.2 |
| 12 | COMP | LOST | CNTY | **** AVERAGE FOR COUNTY **** | 3.41 | 3,581.0 | 1,088.8 |
| 13 | COMP | LOST | 0116 | REAL PROPERTY | 2.05 | 8.0 | 5.0 |
| 14 | COMP | LOST | 1301 | PUBLIC UTILITIES | 2.00 | 338.8 | 53.7 |
| 15 | COMP | LOST | 0501 | FIRE | 1.47 | 397.2 | 48.8 |
| 16 | COMP | LOST | 0301 | SOCIAL SERVICES | 1.38 | 157.2 | 121.1 |
| 17 | COMP | LOST | 0101 | FINANCE | 1.23 | 152.1 | 65.1 |
| 18 | COMP | LOST | 0118 | CATC | .93 | 18.5 | 15.0 |
| 19 | COMP | LOST | 0119 | CIRCUIT COURT CLERK | .69 | 33.8 | 4.0 |
| 20 | COMP | LOST | 1501 | LIBRARY | .22 | 117.3 | 77.0 |
| 21 | COMP | LOST | 0802 | MH/MR | .16 | 293.5 | 223.9 |
| 22 | COMP | LOST | 0901 | BUILDING INSPECTIONS | .03 | 55.0 | 16.0 |
| 23 | COMP | LOST | 1104 | JAMES RIVER JUVENILE DETENTION CTR | .00 | 62.2 | 17.0 |
| 24 | COMP | LOST | 0108 | INTERNAL AUDIT | .00 | 4.0 | 4.0 |
| 25 | COMP | LOST | 0124 | HENRICO CO COMMUNITY CORRECTIONS | .00 | 16.5 | 13.6 |
| 26 | COMP | LOST | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | .00 | 8.2 | 6.2 |
| 27 | COMP | LOST | 1103 | JUVENILE DETENTION | .00 | 32.0 | 11.0 |
| 28 | COMP | LOST | 0120 | CIRCUIT COURT JUDGES | .00 | 6.3 | 2.3 |
| 29 | COMP | LOST | 0121 | COMMONWEALTH'S ATTORNEY | .00 | 49.5 | 31.8 |
| 30 | COMP | LOST | 0602 | EXTENSION AGENT | .00 | 4.1 | 2.1 |
| 31 | COMP | LOST | 1102 | SHERIFF'S OFFICE | .00 | 336.0 | 44.2 |
| 32 | COMP | LOST | 1002 | THE PERMIT CENTER | .00 | 14.8 | 1.7 |

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|------------------------|-------------------------|
| 1 | COMP | USED | 0109 | REGISTRAR | 117.88 | 9.9 | 2.0 |
| 2 | COMP | USED | 9901 | BOARD OF SUPERVISORS | 114.50 | 5.0 | 1.0 |
| 3 | COMP | USED | 0501 | FIRE | 97.53 | 397.2 | 48.8 |
| 4 | COMP | USED | 0401 | POLICE | 90.56 | 674.7 | 40.2 |
| 5 | COMP | USED | 0111 | COUNTY MANAGER | 80.16 | 13.0 | 8.0 |
| 6 | COMP | USED | 0116 | REAL PROPERTY | 62.35 | 8.0 | 5.0 |
| 7 | COMP | USED | 0110 | HUMAN RESOURCES | 59.32 | 41.5 | 29.6 |
| 8 | COMP | USED | 0601 | RECREATION | 51.18 | 145.3 | 55.8 |
| 9 | COMP | USED | 0112 | COUNTY ATTORNEY | 48.67 | 16.8 | 10.9 |
| 10 | COMP | USED | 0118 | CATC | 44.62 | 18.5 | 15.0 |
| 11 | COMP | USED | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | 41.21 | 8.2 | 6.2 |
| 12 | COMP | USED | 1301 | PUBLIC UTILITIES | 40.70 | 338.8 | 53.7 |
| 13 | COMP | USED | 0301 | SOCIAL SERVICES | 37.85 | 157.2 | 121.1 |
| 14 | COMP | USED | 1104 | JAMES RIVER JUVENILE DETENTION CTR | 37.62 | 62.2 | 17.0 |
| 15 | COMP | USED | 0115 | INFORMATION TECHNOLOGY | 35.86 | 83.8 | 62.0 |
| 16 | COMP | USED | CNTY | **** AVERAGE FOR COUNTY **** | 34.91 | 3,581.0 | 1,088.8 |
| 17 | COMP | USED | 0101 | FINANCE | 34.50 | 152.1 | 65.1 |
| 18 | COMP | USED | 0124 | HENRICO CO COMMUNITY CORRECTIONS | 32.92 | 16.5 | 13.6 |
| 19 | COMP | USED | 1001 | PLANNING | 31.80 | 60.1 | 33.7 |
| 20 | COMP | USED | 0114 | GENERAL SERVICES | 29.64 | 197.3 | 43.2 |
| 21 | COMP | USED | 0901 | BUILDING INSPECTIONS | 28.00 | 55.0 | 16.0 |
| 22 | COMP | USED | 1102 | SHERIFF'S OFFICE | 24.63 | 336.0 | 44.2 |
| 23 | COMP | USED | 1103 | JUVENILE DETENTION | 22.80 | 32.0 | 11.0 |
| 24 | COMP | USED | 0202 | PUBLIC WORKS | 22.00 | 228.6 | 38.9 |
| 25 | COMP | USED | 0802 | MH/MR | 17.94 | 293.5 | 223.9 |
| 26 | COMP | USED | 0121 | COMMONWEALTH'S ATTORNEY | 11.07 | 49.5 | 31.8 |
| 27 | COMP | USED | 1501 | LIBRARY | 6.69 | 117.3 | 77.0 |
| 28 | COMP | USED | 0108 | INTERNAL AUDIT | 6.44 | 4.0 | 4.0 |
| 29 | COMP | USED | 1002 | THE PERMIT CENTER | 2.06 | 14.8 | 1.7 |
| 30 | COMP | USED | 0119 | CIRCUIT COURT CLERK | .88 | 33.8 | 4.0 |
| 31 | COMP | USED | 0602 | EXTENSION AGENT | .00 | 4.1 | 2.1 |
| 32 | COMP | USED | 0120 | CIRCUIT COURT JUDGES | .00 | 6.3 | 2.3 |

LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/06/19 THRU 02/12/17

| .RANKING | TYPE OF LEAVE. | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|----------|----------------------|----------|------|--------------|------------------|------------------------------|-------------------------------|
|----------|----------------------|----------|------|--------------|------------------|------------------------------|-------------------------------|

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FOR THE PERIOD FROM 02/06/19 THRU 02/12/17

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|------------------------|-------------------------|
| 1 | SICK-P | USED | 0118 | CATC | 49.05 | 18.5 | 15.0 |
| 2 | SICK-P | USED | 0120 | CIRCUIT COURT JUDGES | 45.32 | 6.3 | 2.3 |
| 3 | SICK-P | USED | 1103 | JUVENILE DETENTION | 39.67 | 32.0 | 11.0 |
| 4 | SICK-P | USED | 0501 | FIRE | 38.00 | 397.2 | 48.8 |
| 5 | SICK-P | USED | 0301 | SOCIAL SERVICES | 37.91 | 157.2 | 121.1 |
| 6 | SICK-P | USED | 0202 | PUBLIC WORKS | 36.28 | 228.6 | 38.9 |
| 7 | SICK-P | USED | 0101 | FINANCE | 33.70 | 152.1 | 65.1 |
| 8 | SICK-P | USED | 1102 | SHERIFF'S OFFICE | 33.67 | 336.0 | 44.2 |
| 9 | SICK-P | USED | 0119 | CIRCUIT COURT CLERK | 31.41 | 33.8 | 4.0 |
| 10 | SICK-P | USED | 0108 | REGISTRAR | 31.19 | 9.9 | 2.0 |
| 11 | SICK-P | USED | 1001 | PLANNING | 28.74 | 60.1 | 33.7 |
| 12 | SICK-P | USED | 1104 | JAMES RIVER JUVENILE DETENTION CTR | 28.62 | 62.2 | 17.0 |
| 13 | SICK-P | USED | CNTY | *** AVERAGE FOR COUNTY *** | 28.36 | 3,581.0 | 1,088.8 |
| 14 | SICK-P | USED | 0111 | COUNTY MANAGER | 28.15 | 13.0 | 8.0 |
| 15 | SICK-P | USED | 0901 | BUILDING INSPECTIONS | 27.86 | 55.0 | 16.0 |
| 16 | SICK-P | USED | 1301 | PUBLIC UTILITIES | 27.60 | 338.8 | 53.7 |
| 17 | SICK-P | USED | 0601 | RECREATION | 27.55 | 145.3 | 55.8 |
| 18 | SICK-P | USED | 0802 | MH/MR | 23.37 | 293.5 | 223.9 |
| 19 | SICK-P | USED | 0114 | GENERAL SERVICES | 22.71 | 197.3 | 43.2 |
| 20 | SICK-P | USED | 0121 | COMMONWEALTH'S ATTORNEY | 22.10 | 49.5 | 31.8 |
| 21 | SICK-P | USED | 0401 | POLICE | 21.77 | 674.7 | 40.2 |
| 22 | SICK-P | USED | 0115 | INFORMATION TECHNOLOGY | 21.62 | 83.8 | 62.0 |
| 23 | SICK-P | USED | 0124 | HENRICO CO COMMUNITY CORRECTIONS | 20.98 | 16.5 | 13.6 |
| 24 | SICK-P | USED | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | 20.70 | 8.2 | 6.2 |
| 25 | SICK-P | USED | 0112 | COUNTY ATTORNEY | 19.81 | 16.8 | 10.9 |
| 26 | SICK-P | USED | 0108 | INTERNAL AUDIT | 19.25 | 4.0 | 4.0 |
| 27 | SICK-P | USED | 0110 | HUMAN RESOURCES | 18.99 | 41.5 | 29.6 |
| 28 | SICK-P | USED | 1501 | LIBRARY | 18.12 | 117.3 | 77.0 |
| 29 | SICK-P | USED | 1002 | THE PERMIT CENTER | 17.87 | 14.8 | 1.7 |
| 30 | SICK-P | USED | 0602 | EXTENSION AGENT | 11.59 | 4.1 | 2.1 |
| 31 | SICK-P | USED | 9901 | BOARD OF SUPERVISORS | 9.50 | 5.0 | 1.0 |
| 32 | SICK-P | USED | 0116 | REAL PROPERTY | 7.59 | 8.0 | 5.0 |

LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/06/19 THRU 02/12/17

| .RANKING | TYPE OF LEAVE. | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|----------|----------------------|----------|------|--------------|------------------|------------------------------|-------------------------------|
|----------|----------------------|----------|------|--------------|------------------|------------------------------|-------------------------------|

32

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|------------------------|-------------------------|
| 1 | SICK-F | USED | 0120 | CIRCUIT COURT JUDGES | 10.63 | 6.3 | 2.3 |
| 2 | SICK-F | USED | 1104 | JAMES RIVER JUVENILE DETENTION CTR | 8.87 | 62.2 | 17.0 |
| 3 | SICK-F | USED | 0109 | REGISTRAR | 8.13 | 9.9 | 2.0 |
| 4 | SICK-F | USED | 1002 | THE PERMIT CENTER | 8.06 | 14.8 | 1.7 |
| 5 | SICK-F | USED | 0108 | INTERNAL AUDIT | 7.63 | 4.0 | 4.0 |
| 6 | SICK-F | USED | 0110 | HUMAN RESOURCES | 7.52 | 41.5 | 29.6 |
| 7 | SICK-F | USED | 0301 | SOCIAL SERVICES | 7.31 | 157.2 | 121.1 |
| 8 | SICK-F | USED | 0501 | FIRE | 6.62 | 397.2 | 48.8 |
| 9 | SICK-F | USED | 0101 | FINANCE | 6.52 | 152.1 | 65.1 |
| 10 | SICK-F | USED | 0118 | CATC | 6.51 | 18.5 | 15.0 |
| 11 | SICK-F | USED | 1102 | SHERIFF'S OFFICE | 6.45 | 336.0 | 44.2 |
| 12 | SICK-F | USED | 0901 | BUILDING INSPECTIONS | 6.15 | 55.0 | 16.0 |
| 13 | SICK-F | USED | 0116 | REAL PROPERTY | 6.06 | 8.0 | 5.0 |
| 14 | SICK-F | USED | 0124 | HENRICO CO COMMUNITY CORRECTIONS | 5.95 | 16.5 | 13.6 |
| 15 | SICK-F | USED | 0111 | COUNTY MANAGER | 5.92 | 13.0 | 8.0 |
| 16 | SICK-F | USED | 0202 | PUBLIC WORKS | 5.30 | 228.6 | 38.9 |
| 17 | SICK-F | USED | CNTY | **** AVERAGE FOR COUNTY **** | 5.22 | 3,581.0 | 1,088.8 |
| 18 | SICK-F | USED | 0802 | MH/MR | 5.05 | 293.5 | 223.9 |
| 19 | SICK-F | USED | 0119 | CIRCUIT COURT CLERK | 5.04 | 33.8 | 4.0 |
| 20 | SICK-F | USED | 1103 | JUVENILE DETENTION | 4.66 | 32.0 | 11.0 |
| 21 | SICK-F | USED | 1301 | PUBLIC UTILITIES | 4.43 | 338.8 | 53.7 |
| 22 | SICK-F | USED | 0401 | POLICE | 4.17 | 674.7 | 40.2 |
| 23 | SICK-F | USED | 1501 | LIBRARY | 4.12 | 117.3 | 77.0 |
| 24 | SICK-F | USED | 0114 | GENERAL SERVICES | 3.97 | 197.3 | 43.2 |
| 25 | SICK-F | USED | 0115 | INFORMATION TECHNOLOGY | 3.82 | 83.8 | 62.0 |
| 26 | SICK-F | USED | 0601 | RECREATION | 3.81 | 145.3 | 55.8 |
| 27 | SICK-F | USED | 0121 | COMMONWEALTH'S ATTORNEY | 3.59 | 49.5 | 31.8 |
| 28 | SICK-F | USED | 0112 | COUNTY ATTORNEY | 3.45 | 16.8 | 10.9 |
| 29 | SICK-F | USED | 1001 | PLANNING | 3.05 | 60.1 | 33.7 |
| 30 | SICK-F | USED | 9901 | BOARD OF SUPERVISORS | 1.80 | 5.0 | 1.0 |
| 31 | SICK-F | USED | 0602 | EXTENSION AGENT | .98 | 4.1 | 2.1 |
| 32 | SICK-F | USED | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | .09 | 8.2 | 6.2 |

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|-----------|---------------|------------------------|-------------------------|
|---------|---------------|----------|------|-----------|---------------|------------------------|-------------------------|

32

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|------------------------------------|---------------|------------------------|-------------------------|
| 1 | MILIT | USED | 1104 | JAMES RIVER JUVENILE DETENTION CTR | 4.00 | 62.2 | 17.0 |
| 2 | MILIT | USED | 0501 | FIRE | 2.93 | 397.2 | 48.8 |
| 3 | MILIT | USED | 0301 | SOCIAL SERVICES | 2.09 | 157.2 | 121.1 |
| 4 | MILIT | USED | 1102 | SHERIFF'S OFFICE | 1.62 | 336.0 | 44.2 |
| 5 | MILIT | USED | 0401 | POLICE | 1.59 | 674.7 | 40.2 |
| 6 | MILIT | USED | 1301 | PUBLIC UTILITIES | 1.52 | 338.8 | 53.7 |
| 7 | MILIT | USED | CNTY | **** AVERAGE FOR COUNTY **** | 1.22 | 3,581.0 | 1,088.8 |
| 8 | MILIT | USED | 1501 | LIBRARY | 1.02 | 117.3 | 77.0 |
| 9 | MILIT | USED | 0202 | PUBLIC WORKS | .66 | 228.6 | 38.9 |
| 10 | MILIT | USED | 0101 | FINANCE | .66 | 152.1 | 65.1 |
| 11 | MILIT | USED | 0114 | GENERAL SERVICES | .45 | 197.3 | 43.2 |
| 12 | MILIT | USED | 0802 | MH/MR | .14 | 293.5 | 223.9 |
| 13 | MILIT | USED | 9901 | BOARD OF SUPERVISORS | .00 | 5.0 | 1.0 |
| 14 | MILIT | USED | 0109 | REGISTRAR | .00 | 9.9 | 2.0 |
| 15 | MILIT | USED | 0601 | RECREATION | .00 | 145.3 | 55.8 |
| 16 | MILIT | USED | 0120 | CIRCUIT COURT JUDGES | .00 | 6.3 | 2.3 |
| 17 | MILIT | USED | 1001 | PLANNING | .00 | 60.1 | 33.7 |
| 18 | MILIT | USED | 0108 | INTERNAL AUDIT | .00 | 4.0 | 4.0 |
| 19 | MILIT | USED | 0124 | HENRICO CO COMMUNITY CORRECTIONS | .00 | 16.5 | 13.6 |
| 20 | MILIT | USED | 0116 | REAL PROPERTY | .00 | 8.0 | 5.0 |
| 21 | MILIT | USED | 0901 | BUILDING INSPECTIONS | .00 | 55.0 | 16.0 |
| 22 | MILIT | USED | 0110 | HUMAN RESOURCES | .00 | 41.5 | 28.6 |
| 23 | MILIT | USED | 0121 | COMMONWEALTH'S ATTORNEY | .00 | 49.5 | 31.8 |
| 24 | MILIT | USED | 0118 | CATC | .00 | 18.5 | 15.0 |
| 25 | MILIT | USED | 0602 | EXTENSION AGENT | .00 | 4.1 | 2.1 |
| 26 | MILIT | USED | 0111 | COUNTY MANAGER | .00 | 13.0 | 8.0 |
| 27 | MILIT | USED | 1103 | JUVENILE DETENTION | .00 | 32.0 | 11.0 |
| 28 | MILIT | USED | 0115 | INFORMATION TECHNOLOGY | .00 | 83.8 | 62.0 |
| 29 | MILIT | USED | 1002 | THE PERMIT CENTER | .00 | 14.8 | 1.7 |
| 30 | MILIT | USED | 0117 | PUBLIC RELATIONS & MEDIA SERVICES | .00 | 8.2 | 6.2 |
| 31 | MILIT | USED | 0112 | COUNTY ATTORNEY | .00 | 16.8 | 10.9 |
| 32 | MILIT | USED | 0119 | CIRCUIT COURT CLERK | .00 | 33.8 | 4.0 |
| 32 | | | | | | | |

LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/06/19 THRU 02/12/17

| .RANKING | TYPE OF LEAVE. | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPL'S ROUNDED | AVERAGE #EXEMPT ROUNDED |
|----------|----------------------|----------|------|--------------|------------------|-------------------------------|-------------------------------|
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LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/06/19 THRU 02/12/17

MAPS320

MAPQ324

| RANKING | TYPE OF LEAVE | CATEGORY | DEPT | DEPT NAME | AVERAGE HOURS | AVERAGE #EMPLS ROUNDED | AVERAGE #EXEMPT ROUNDED |
|---------|---------------|----------|------|-----------|---------------|------------------------|-------------------------|
|---------|---------------|----------|------|-----------|---------------|------------------------|-------------------------|

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