



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Semi-annual Leave Summaries

FROM: Director of Human Resources

DATE: August 8, 2003

Semi-annual leave reports have been run for the period beginning December 18, 2002 through June 17, 2003.

The County's average of sick leave used during this period increased slightly to 35.50 hours. These reports reflect hours rather than days so that the totals are more accurate and can be easily converted for employees with different length workdays. *Eighteen County agencies fell at or below this average.*

Please review the information in the attached reports and share with your supervisors and others in your agency that may need this information. A copy of each individual employee summary is also enclosed for that individual's supervisor.

The reports enclosed are:

- **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 receives his or her individual 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.

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

George H. Cauble, Jr. SPHR

Enclosures



A TIP from The PIKE . . . Employees can track their own leave usage through *Leave History* that can be found in the *BANK* or through the *MUSEUM*.



LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/12/18 THRU 03/06/17

MAPS320

MAPQ324

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPL'S .ROUNDED	AVERAGE #EXEMPT .ROUNDED
1	ANNUAL	LOST	0111	COUNTY MANAGER	45.38	13.0	7.9
2	ANNUAL	LOST	0116	REAL PROPERTY	37.06	8.0	5.1
3	ANNUAL	LOST	0112	COUNTY ATTORNEY	35.53	17.0	11.1
4	ANNUAL	LOST	9901	BOARD OF SUPERVISORS	17.60	5.0	1.0
5	ANNUAL	LOST	0110	HUMAN RESOURCES	16.40	41.8	30.5
6	ANNUAL	LOST	1001	PLANNING	10.24	59.6	32.6
7	ANNUAL	LOST	0118	CATC	8.54	19.0	14.9
8	ANNUAL	LOST	0501	FIRE	6.42	405.6	49.9
9	ANNUAL	LOST	0401	POLICE	5.24	684.7	42.1
10	ANNUAL	LOST	0119	CIRCUIT COURT CLERK	4.56	34.2	4.1
11	ANNUAL	LOST	CNTY	**** AVERAGE FOR COUNTY ****	3.63	3,616.7	1,101.5
12	ANNUAL	LOST	0115	INFORMATION TECHNOLOGY	3.02	82.6	61.6
13	ANNUAL	LOST	0114	GENERAL SERVICES	2.96	198.8	42.3
14	ANNUAL	LOST	0121	COMMONWEALTH'S ATTORNEY	2.92	49.9	31.8
15	ANNUAL	LOST	0101	FINANCE	2.71	153.0	67.1
16	ANNUAL	LOST	1501	LIBRARY	2.54	116.2	76.4
17	ANNUAL	LOST	0301	SOCIAL SERVICES	2.16	157.5	121.2
18	ANNUAL	LOST	0802	MH/MR	2.12	290.7	223.3
19	ANNUAL	LOST	1301	PUBLIC UTILITIES	1.18	350.1	54.8
20	ANNUAL	LOST	0901	BUILDING INSPECTIONS	1.15	54.8	16.1
21	ANNUAL	LOST	0601	RECREATION	1.09	145.9	57.5
22	ANNUAL	LOST	0202	PUBLIC WORKS	.89	230.6	39.7
23	ANNUAL	LOST	0109	REGISTRAR	.77	9.1	2.1
24	ANNUAL	LOST	1102	SHERIFF'S OFFICE	.67	335.2	44.3
25	ANNUAL	LOST	0124	HENRICO CO COMMUNITY CORRECTIONS	.36	18.1	15.1
26	ANNUAL	LOST	1104	JAMES RIVER JUVENILE DETENTION CTR	.00	62.3	16.6
27	ANNUAL	LOST	0117	PUBLIC RELATIONS & MEDIA SERVICES	.00	12.6	10.6
28	ANNUAL	LOST	0801	HEALTH	.00	.0	.0
29	ANNUAL	LOST	0108	INTERNAL AUDIT	.00	4.0	3.9
30	ANNUAL	LOST	0602	EXTENSION AGENT	.00	4.0	1.9
31	ANNUAL	LOST	0120	CIRCUIT COURT JUDGES	.00	6.0	2.0
32	ANNUAL	LOST	1002	THE PERMIT CENTER	.00	15.5	3.0
33	ANNUAL	LOST	1103	JUVENILE DETENTION	.00	31.9	11.0

LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/12/18 THRU 03/06/17

MAPS320

MAPQ324

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPLS ROUNDED	AVERAGE #EXEMPT ROUNDED
1	ANNUAL	USED	0501	FIRE	108.93	405.6	49.9
2	ANNUAL	USED	0401	POLICE	105.09	684.7	42.1
3	ANNUAL	USED	0109	REGISTRAR	73.35	9.1	2.1
4	ANNUAL	USED	CNTY	**** AVERAGE FOR COUNTY ****	72.93	3,616.7	1,101.5
5	ANNUAL	USED	0202	PUBLIC WORKS	68.31	230.6	39.7
6	ANNUAL	USED	0115	INFORMATION TECHNOLOGY	65.51	82.6	61.6
7	ANNUAL	USED	1102	SHERIFF'S OFFICE	65.21	335.2	44.3
8	ANNUAL	USED	0601	RECREATION	61.79	145.9	57.5
9	ANNUAL	USED	0120	CIRCUIT COURT JUDGES	61.58	6.0	2.0
10	ANNUAL	USED	1301	PUBLIC UTILITIES	61.02	350.1	54.8
11	ANNUAL	USED	0901	BUILDING INSPECTIONS	60.34	54.8	16.1
12	ANNUAL	USED	0114	GENERAL SERVICES	60.09	198.8	42.3
13	ANNUAL	USED	0101	FINANCE	58.98	153.0	67.1
14	ANNUAL	USED	0119	CIRCUIT COURT CLERK	57.15	34.2	4.1
15	ANNUAL	USED	0110	HUMAN RESOURCES	56.94	41.8	30.5
16	ANNUAL	USED	1501	LIBRARY	56.77	116.2	76.4
17	ANNUAL	USED	1001	PLANNING	54.89	59.6	32.6
18	ANNUAL	USED	0124	HENRICO CO COMMUNITY CORRECTIONS	54.68	18.1	15.1
19	ANNUAL	USED	0301	SOCIAL SERVICES	54.11	157.5	121.2
20	ANNUAL	USED	1103	JUVENILE DETENTION	53.69	31.9	11.0
21	ANNUAL	USED	0108	INTERNAL AUDIT	52.50	4.0	3.9
22	ANNUAL	USED	1002	THE PERMIT CENTER	50.84	15.5	3.0
23	ANNUAL	USED	0802	MH/MR	49.04	290.7	223.3
24	ANNUAL	USED	0121	COMMONWEALTH'S ATTORNEY	47.93	49.9	31.8
25	ANNUAL	USED	0111	COUNTY MANAGER	46.60	13.0	7.9
26	ANNUAL	USED	0117	PUBLIC RELATIONS & MEDIA SERVICES	45.22	12.6	10.6
27	ANNUAL	USED	9901	BOARD OF SUPERVISORS	42.55	5.0	1.0
28	ANNUAL	USED	1104	JAMES RIVER JUVENILE DETENTION CTR	42.37	62.3	16.6
29	ANNUAL	USED	0116	REAL PROPERTY	40.59	8.0	5.1
30	ANNUAL	USED	0112	COUNTY ATTORNEY	38.12	17.0	11.1
31	ANNUAL	USED	0118	CATC	37.96	19.0	14.9
32	ANNUAL	USED	0602	EXTENSION AGENT	26.38	4.0	1.9
33	ANNUAL	USED	0801	HEALTH	.00	.0	.0

LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/12/18 THRU 03/06/17

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 02/12/18 THRU 03/06/17

MAPS320

MAPQ324

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPL'S ROUNDED	AVERAGE #EXEMPT ROUNDED
1	SICK	USED	0118	CATC	60.72	19.0	14.9
2	SICK	USED	0120	CIRCUIT COURT JUDGES	47.92	6.0	2.0
3	SICK	USED	0501	FIRE	45.11	405.6	49.9
4	SICK	USED	0108	REGISTRAR	42.86	9.1	2.1
5	SICK	USED	0119	CIRCUIT COURT CLERK	41.56	34.2	4.1
6	SICK	USED	1002	THE PERMIT CENTER	41.55	15.5	3.0
7	SICK	USED	0301	SOCIAL SERVICES	39.97	157.5	121.2
8	SICK	USED	0114	GENERAL SERVICES	39.79	198.8	42.3
9	SICK	USED	0101	FINANCE	39.57	153.0	67.1
10	SICK	USED	0901	BUILDING INSPECTIONS	39.43	54.8	16.1
11	SICK	USED	1104	JAMES RIVER JUVENILE DETENTION CTR	39.25	62.3	16.6
12	SICK	USED	0202	PUBLIC WORKS	37.25	230.6	39.7
13	SICK	USED	1102	SHERIFF'S OFFICE	36.56	335.2	44.3
14	SICK	USED	CNTY	**** AVERAGE FOR COUNTY ****	35.50	3,616.7	1,101.5
15	SICK	USED	0601	RECREATION	35.35	145.9	57.5
16	SICK	USED	0124	HENRICO CO COMMUNITY CORRECTIONS	34.20	18.1	15.1
17	SICK	USED	0115	INFORMATION TECHNOLOGY	33.24	82.6	61.6
18	SICK	USED	1103	JUVENILE DETENTION	33.04	31.9	11.0
19	SICK	USED	1501	LIBRARY	32.71	118.2	76.4
20	SICK	USED	1301	PUBLIC UTILITIES	32.55	350.1	54.8
21	SICK	USED	0116	REAL PROPERTY	31.66	8.0	5.1
22	SICK	USED	0401	POLICE	31.63	684.7	42.1
23	SICK	USED	0108	INTERNAL AUDIT	31.19	4.0	3.9
24	SICK	USED	0802	MH/MR	30.43	290.7	223.3
25	SICK	USED	9901	BOARD OF SUPERVISORS	28.25	5.0	1.0
26	SICK	USED	0602	EXTENSION AGENT	28.25	4.0	1.9
27	SICK	USED	1001	PLANNING	25.69	59.6	32.6
28	SICK	USED	0110	HUMAN RESOURCES	24.74	41.8	30.5
29	SICK	USED	0117	PUBLIC RELATIONS & MEDIA SERVICES	23.93	12.6	10.6
30	SICK	USED	0121	COMMONWEALTH'S ATTORNEY	23.65	49.9	31.8
31	SICK	USED	0112	COUNTY ATTORNEY	20.06	17.0	11.1
32	SICK	USED	0111	COUNTY MANAGER	15.92	13.0	7.9
33	SICK	USED	0801	HEALTH	.00	.0	.0

LEAVE STATISTICS REPORT BY LEAVE CODE
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MAPS320

MAPQ324

.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 02/12/18 THRU 03/06/17

MAPS320

MAPQ324

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPLS ROUNDED	AVERAGE #EXEMPT ROUNDED
1	COMP	EARN	0401	POLICE	113.98	684.7	42.1
2	COMP	EARN	0111	COUNTY MANAGER	108.77	13.0	7.9
3	COMP	EARN	9901	BOARD OF SUPERVISORS	97.00	5.0	1.0
4	COMP	EARN	0501	FIRE	82.30	405.6	49.9
5	COMP	EARN	0116	REAL PROPERTY	82.21	8.0	5.1
6	COMP	EARN	0112	COUNTY ATTORNEY	79.59	17.0	11.1
7	COMP	EARN	0118	CATC	56.02	19.0	14.9
8	COMP	EARN	0202	PUBLIC WORKS	50.57	230.6	39.7
9	COMP	EARN	0601	RECREATION	50.57	145.9	57.5
10	COMP	EARN	0114	GENERAL SERVICES	46.14	198.8	42.3
11	COMP	EARN	0110	HUMAN RESOURCES	45.51	41.8	30.5
12	COMP	EARN	0101	FINANCE	45.26	153.0	67.1
13	COMP	EARN	0301	SOCIAL SERVICES	41.34	157.5	121.2
14	COMP	EARN	1301	PUBLIC UTILITIES	40.33	350.1	54.8
15	COMP	EARN	CNTY	**** AVERAGE FOR COUNTY ****	39.40	3,616.7	1,101.5
16	COMP	EARN	1001	PLANNING	38.34	59.6	32.6
17	COMP	EARN	0115	INFORMATION TECHNOLOGY	37.74	82.6	61.6
18	COMP	EARN	0117	PUBLIC RELATIONS & MEDIA SERVICES	36.49	12.6	10.6
19	COMP	EARN	1103	JUVENILE DETENTION	33.52	31.9	11.0
20	COMP	EARN	1104	JAMES RIVER JUVENILE DETENTION CTR	32.33	62.3	16.6
21	COMP	EARN	0124	HENRICO CO COMMUNITY CORRECTIONS	32.05	18.1	15.1
22	COMP	EARN	0901	BUILDING INSPECTIONS	30.98	54.8	16.1
23	COMP	EARN	0109	REGISTRAR	26.31	9.1	2.1
24	COMP	EARN	1102	SHERIFF'S OFFICE	25.91	395.2	44.3
25	COMP	EARN	0802	MH/MR	20.48	290.7	223.3
26	COMP	EARN	1002	THE PERMIT CENTER	13.17	15.5	3.0
27	COMP	EARN	0108	INTERNAL AUDIT	10.06	4.0	3.9
28	COMP	EARN	0121	COMMONWEALTH'S ATTORNEY	9.44	49.9	31.8
29	COMP	EARN	1501	LIBRARY	4.94	116.2	76.4
30	COMP	EARN	0119	CIRCUIT COURT CLERK	2.26	34.2	4.1
31	COMP	EARN	0602	EXTENSION AGENT	.00	4.0	1.9
32	COMP	EARN	0120	CIRCUIT COURT JUDGES	.00	6.0	2.0
33	COMP	EARN	0801	HEALTH	.00	.0	.0

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPL'S ROUNDED	AVERAGE #EXEMPT ROUNDED
1	COMP	LOST	0112	COUNTY ATTORNEY	29.14	17.0	11.1
2	COMP	LOST	0401	POLICE	20.31	684.7	42.1
3	COMP	LOST	0111	COUNTY MANAGER	18.86	13.0	7.9
4	COMP	LOST	9901	BOARD OF SUPERVISORS	16.50	5.0	1.0
5	COMP	LOST	1001	PLANNING	11.97	59.6	32.6
6	COMP	LOST	0110	HUMAN RESOURCES	11.39	41.8	30.5
7	COMP	LOST	0115	INFORMATION TECHNOLOGY	9.25	82.6	61.6
8	COMP	LOST	0202	PUBLIC WORKS	4.97	230.6	39.7
9	COMP	LOST	CNTY	**** AVERAGE FOR COUNTY ****	3.50	3,616.7	1,101.5
10	COMP	LOST	1301	PUBLIC UTILITIES	2.88	350.1	54.8
11	COMP	LOST	0101	FINANCE	2.48	153.0	67.1
12	COMP	LOST	0114	GENERAL SERVICES	2.45	198.8	42.3
13	COMP	LOST	0501	FIRE	1.76	405.6	49.9
14	COMP	LOST	0121	COMMONWEALTH'S ATTORNEY	1.67	49.9	31.8
15	COMP	LOST	0124	HENRICO CO COMMUNITY CORRECTIONS	1.26	18.1	15.1
16	COMP	LOST	0802	MH/MR	1.01	280.7	223.3
17	COMP	LOST	0601	RECREATION	.93	145.9	57.5
18	COMP	LOST	1501	LIBRARY	.67	116.2	76.4
19	COMP	LOST	0301	SOCIAL SERVICES	.63	157.5	121.2
20	COMP	LOST	0116	REAL PROPERTY	.54	8.0	5.1
21	COMP	LOST	1002	THE PERMIT CENTER	.33	15.5	3.0
22	COMP	LOST	0901	BUILDING INSPECTIONS	.02	54.8	16.1
23	COMP	LOST	1103	JUVENILE DETENTION	.00	31.9	11.0
24	COMP	LOST	0109	REGISTRAR	.00	9.1	2.1
25	COMP	LOST	1104	JAMES RIVER JUVENILE DETENTION CTR	.00	62.3	16.6
26	COMP	LOST	1102	SHERIFF'S OFFICE	.00	335.2	44.3
27	COMP	LOST	0118	CATC	.00	19.0	14.9
28	COMP	LOST	0602	EXTENSION AGENT	.00	4.0	1.9
29	COMP	LOST	0108	INTERNAL AUDIT	.00	4.0	3.9
30	COMP	LOST	0801	HEALTH	.00	.0	.0
31	COMP	LOST	0117	PUBLIC RELATIONS & MEDIA SERVICES	.00	12.6	10.6
32	COMP	LOST	0119	CIRCUIT COURT CLERK	.00	34.2	4.1
33	COMP	LOST	0120	CIRCUIT COURT JUDGES	.00	6.0	2.0

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPL'S ROUNDED	AVERAGE #EXEMPT ROUNDED
1	COMP	USED	9901	BOARD OF SUPERVISORS	120.00	5.0	1.0
2	COMP	USED	0109	REGISTRAR	101.07	9.1	2.1
3	COMP	USED	0111	COUNTY MANAGER	96.27	13.0	7.9
4	COMP	USED	0401	POLICE	84.68	684.7	42.1
5	COMP	USED	0501	FIRE	82.48	405.6	49.9
6	COMP	USED	0116	REAL PROPERTY	66.32	8.0	5.1
7	COMP	USED	0601	RECREATION	49.30	145.9	57.5
8	COMP	USED	0118	CATC	44.16	19.0	14.9
9	COMP	USED	0110	HUMAN RESOURCES	41.19	41.8	30.5
10	COMP	USED	0202	PUBLIC WORKS	38.80	230.6	39.7
11	COMP	USED	0301	SOCIAL SERVICES	38.78	157.5	121.2
12	COMP	USED	0101	FINANCE	37.11	153.0	67.1
13	COMP	USED	1301	PUBLIC UTILITIES	36.40	350.1	54.8
14	COMP	USED	0112	COUNTY ATTORNEY	35.90	17.0	11.1
15	COMP	USED	1104	JAMES RIVER JUVENILE DETENTION CTR	35.24	62.3	16.6
16	COMP	USED	CNTY	**** AVERAGE FOR COUNTY ****	34.45	3,616.7	1,101.5
17	COMP	USED	1103	JUVENILE DETENTION	33.50	31.9	11.0
18	COMP	USED	0115	INFORMATION TECHNOLOGY	33.50	82.6	61.6
19	COMP	USED	0117	PUBLIC RELATIONS & MEDIA SERVICES	33.21	12.6	10.6
20	COMP	USED	0901	BUILDING INSPECTIONS	32.66	54.8	16.1
21	COMP	USED	1001	PLANNING	30.25	59.6	32.6
22	COMP	USED	0114	GENERAL SERVICES	29.69	198.8	42.3
23	COMP	USED	1102	SHERIFF'S OFFICE	26.38	335.2	44.3
24	COMP	USED	0124	HENRICO CO COMMUNITY CORRECTIONS	26.04	18.1	15.1
25	COMP	USED	0802	MH/MR	20.20	290.7	223.3
26	COMP	USED	0121	COMMONWEALTH'S ATTORNEY	10.17	49.9	31.8
27	COMP	USED	1002	THE PERMIT CENTER	10.00	15.5	3.0
28	COMP	USED	0108	INTERNAL AUDIT	9.74	4.0	3.9
29	COMP	USED	1501	LIBRARY	4.55	116.2	76.4
30	COMP	USED	0119	CIRCUIT COURT CLERK	2.56	34.2	4.1
31	COMP	USED	0602	EXTENSION AGENT	.00	4.0	1.9
32	COMP	USED	0120	CIRCUIT COURT JUDGES	.00	6.0	2.0
33	COMP	USED	0801	HEALTH	.00	.0	.0

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LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/12/18 THRU 03/06/17

MAPS320

MAPQ324

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.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 #EMPL'S ROUNDED	AVERAGE #EXEMPT ROUNDED
1	SICK-P	USED	0118	CATC	52.50	19.0	14.9
2	SICK-P	USED	0501	FIRE	38.19	405.6	49.9
3	SICK-P	USED	0119	CIRCUIT COURT CLERK	35.17	34.2	4.1
4	SICK-P	USED	0120	CIRCUIT COURT JUDGES	34.50	6.0	2.0
5	SICK-P	USED	1002	THE PERMIT CENTER	34.37	15.5	3.0
6	SICK-P	USED	0114	GENERAL SERVICES	33.69	198.8	42.3
7	SICK-P	USED	0101	FINANCE	33.35	153.0	67.1
8	SICK-P	USED	0109	REGISTRAR	32.47	9.1	2.1
9	SICK-P	USED	0301	SOCIAL SERVICES	32.07	157.5	121.2
10	SICK-P	USED	0901	BUILDING INSPECTIONS	31.06	54.8	16.1
11	SICK-P	USED	0202	PUBLIC WORKS	30.94	230.6	39.7
12	SICK-P	USED	0601	RECREATION	29.67	145.9	57.5
13	SICK-P	USED	1102	SHERIFF'S OFFICE	29.30	335.2	44.3
14	SICK-P	USED	1104	JAMES RIVER JUVENILE DETENTION CTR	29.25	62.3	16.6
15	SICK-P	USED	CNTY	**** AVERAGE FOR COUNTY ****	29.19	3,616.7	1,101.5
16	SICK-P	USED	9901	BOARD OF SUPERVISORS	28.00	5.0	1.0
17	SICK-P	USED	0115	INFORMATION TECHNOLOGY	27.38	82.6	61.6
18	SICK-P	USED	0124	HENRICO CO COMMUNITY CORRECTIONS	26.74	18.1	15.1
19	SICK-P	USED	1301	PUBLIC UTILITIES	26.68	350.1	54.8
20	SICK-P	USED	1501	LIBRARY	26.57	116.2	76.4
21	SICK-P	USED	0401	POLICE	26.41	684.7	42.1
22	SICK-P	USED	1103	JUVENILE DETENTION	26.37	31.9	11.0
23	SICK-P	USED	0602	EXTENSION AGENT	25.88	4.0	1.9
24	SICK-P	USED	0802	MH/MR	24.03	290.7	223.3
25	SICK-P	USED	0116	REAL PROPERTY	23.66	8.0	5.1
26	SICK-P	USED	1001	PLANNING	20.71	59.6	32.6
27	SICK-P	USED	0110	HUMAN RESOURCES	18.62	41.8	30.5
28	SICK-P	USED	0121	COMMONWEALTH'S ATTORNEY	18.48	49.9	31.8
29	SICK-P	USED	0117	PUBLIC RELATIONS & MEDIA SERVICES	17.18	12.6	10.6
30	SICK-P	USED	0112	COUNTY ATTORNEY	16.29	17.0	11.1
31	SICK-P	USED	0108	INTERNAL AUDIT	15.75	4.0	3.9
32	SICK-P	USED	0111	COUNTY MANAGER	13.69	13.0	7.9
33	SICK-P	USED	0801	HEALTH	.00	.0	.0

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FOR THE PERIOD FROM 02/12/18 THRU 03/06/17

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MAPQ324

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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 02/12/18 THRU 03/06/17

MAPS320

MAPQ324

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPL'S ROUNDED	AVERAGE #EXEMPT ROUNDED
1	SICK-F	USED	0108	INTERNAL AUDIT	15.44	4.0	3.8
2	SICK-F	USED	0120	CIRCUIT COURT JUDGES	13.42	6.0	2.0
3	SICK-F	USED	0109	REGISTRAR	10.38	9.1	2.1
4	SICK-F	USED	1104	JAMES RIVER JUVENILE DETENTION CTR	10.00	62.3	16.6
5	SICK-F	USED	0901	BUILDING INSPECTIONS	8.37	54.8	16.1
6	SICK-F	USED	0118	CATC	8.22	19.0	14.9
7	SICK-F	USED	0116	REAL PROPERTY	8.00	8.0	5.1
8	SICK-F	USED	0301	SOCIAL SERVICES	7.90	157.5	121.2
9	SICK-F	USED	0124	HENRICO CO COMMUNITY CORRECTIONS	7.46	18.1	15.1
10	SICK-F	USED	1102	SHERIFF'S OFFICE	7.26	335.2	44.3
11	SICK-F	USED	1002	THE PERMIT CENTER	7.18	15.5	3.0
12	SICK-F	USED	0501	FIRE	6.92	405.6	49.9
13	SICK-F	USED	0117	PUBLIC RELATIONS & MEDIA SERVICES	6.75	12.6	10.6
14	SICK-F	USED	1103	JUVENILE DETENTION	6.67	31.9	11.0
15	SICK-F	USED	0802	MH/MR	6.40	290.7	223.3
16	SICK-F	USED	0119	CIRCUIT COURT CLERK	6.38	34.2	4.1
17	SICK-F	USED	CNTY	**** AVERAGE FOR COUNTY ****	6.32	3,616.7	1,101.5
18	SICK-F	USED	0202	PUBLIC WORKS	6.31	230.6	39.7
19	SICK-F	USED	0101	FINANCE	6.27	153.0	67.1
20	SICK-F	USED	1501	LIBRARY	6.13	116.2	76.4
21	SICK-F	USED	0110	HUMAN RESOURCES	6.11	41.8	30.5
22	SICK-F	USED	0114	GENERAL SERVICES	6.10	198.8	42.3
23	SICK-F	USED	1301	PUBLIC UTILITIES	5.87	350.1	54.8
24	SICK-F	USED	0115	INFORMATION TECHNOLOGY	5.86	82.6	61.6
25	SICK-F	USED	0601	RECREATION	5.68	145.9	57.5
26	SICK-F	USED	0401	POLICE	5.22	684.7	42.1
27	SICK-F	USED	0121	COMMONWEALTH'S ATTORNEY	5.17	49.9	31.8
28	SICK-F	USED	1001	PLANNING	4.97	59.6	32.6
29	SICK-F	USED	0112	COUNTY ATTORNEY	3.76	17.0	11.1
30	SICK-F	USED	0602	EXTENSION AGENT	2.38	4.0	1.9
31	SICK-F	USED	0111	COUNTY MANAGER	2.23	13.0	7.9
32	SICK-F	USED	9901	BOARD OF SUPERVISORS	1.25	5.0	1.0
33	SICK-F	USED	0801	HEALTH	.00	.0	.0

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPLS ROUNDED	AVERAGE #EXEMPT ROUNDED
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LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/12/18 THRU 03/06/17

MAPS320

MAPQ324

RANKING	TYPE OF LEAVE	CATEGORY	DEPT	DEPT NAME	AVERAGE HOURS	AVERAGE #EMPL'S ROUNDED	AVERAGE #EXEMPT ROUNDED
1	MILIT	USED	0501	FIRE	3.79	405.6	49.9
2	MILIT	USED	1102	SHERIFF'S OFFICE	3.50	335.2	44.3
3	MILIT	USED	1001	PLANNING	2.68	59.6	32.6
4	MILIT	USED	0401	POLICE	1.69	684.7	42.1
5	MILIT	USED	CNTY	**** AVERAGE FOR COUNTY ****	1.33	3,616.7	1,101.5
6	MILIT	USED	0301	SOCIAL SERVICES	1.22	157.5	121.2
7	MILIT	USED	1301	PUBLIC UTILITIES	.97	350.1	54.8
8	MILIT	USED	0202	PUBLIC WORKS	.87	230.6	39.7
9	MILIT	USED	1104	JAMES RIVER JUVENILE DETENTION CTR	.13	62.3	16.6
10	MILIT	USED	0114	GENERAL SERVICES	.08	198.8	42.3
11	MILIT	USED	1501	LIBRARY	.07	116.2	76.4
12	MILIT	USED	0802	MH/MR	.03	290.7	223.3
13	MILIT	USED	9901	BOARD OF SUPERVISORS	.00	5.0	1.0
14	MILIT	USED	0109	REGISTRAR	.00	9.1	2.1
15	MILIT	USED	1103	JUVENILE DETENTION	.00	31.9	11.0
16	MILIT	USED	0601	RECREATION	.00	145.9	57.5
17	MILIT	USED	0118	CATC	.00	19.0	14.9
18	MILIT	USED	1002	THE PERMIT CENTER	.00	15.5	3.0
19	MILIT	USED	0101	FINANCE	.00	153.0	67.1
20	MILIT	USED	0124	HENRICO CO COMMUNITY CORRECTIONS	.00	18.1	15.1
21	MILIT	USED	0116	REAL PROPERTY	.00	8.0	5.1
22	MILIT	USED	0801	HEALTH	.00	.0	.0
23	MILIT	USED	0112	COUNTY ATTORNEY	.00	17.0	11.1
24	MILIT	USED	0121	COMMONWEALTH'S ATTORNEY	.00	49.9	31.8
25	MILIT	USED	0120	CIRCUIT COURT JUDGES	.00	6.0	2.0
26	MILIT	USED	0602	EXTENSION AGENT	.00	4.0	1.9
27	MILIT	USED	0108	INTERNAL AUDIT	.00	4.0	3.9
28	MILIT	USED	0901	BUILDING INSPECTIONS	.00	54.8	16.1
29	MILIT	USED	0111	COUNTY MANAGER	.00	13.0	7.9
30	MILIT	USED	0117	PUBLIC RELATIONS & MEDIA SERVICES	.00	12.6	10.6
31	MILIT	USED	0110	HUMAN RESOURCES	.00	41.8	30.5
32	MILIT	USED	0119	CIRCUIT COURT CLERK	.00	34.2	4.1
33	MILIT	USED	0115	INFORMATION TECHNOLOGY	.00	82.6	61.6

LEAVE STATISTICS REPORT BY LEAVE CODE
FOR THE PERIOD FROM 02/12/18 THRU 03/06/17

MAPS320

MAPQ324

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 #EMPL'S ROUNDED	AVERAGE #EXEMPT ROUNDED
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