



County of Henrico, Virginia

## INTEROFFICE MEMORANDUM

**TO:** Agency Heads and Key Officials

**SUBJECT:** Semi-annual Leave Summaries  
12/28/2005 through 06/27/2006

**FROM:** Director of Human Resources

**DATE:** August 11, 2006

Enclosed are your agency's semi-annual leave summaries for the period December 28, 2005 through June 27, 2006. For the current reporting period the average sick leave used countywide was 38.58 hours with 21 County agencies falling below the County's average. As you can see, there has been a growing trend on average sick leave usage over the years and one that needs close review.

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:

- **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.

These reports contain 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 the enclosed reports, please contact Mary Harris at 501-4384 or Pat Brown at 501-4382.

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](http://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.