

## Leave Usage and Balances

This report provides information to Departments for a variety of reasons. First, the development of adequate staffing levels to meet workload demands must encompass an anticipation or expectation of when employees may be absent or factoring in how often employees will be absent from work.

The Leave Usage and Balances report provides year-to-date absentee percentage due to vacations, comp time and sick leave usage. Second, a spike in increased employee absences may highlight potential issues with employee morale or job satisfaction. Finally, management can use the detail within this report to identify excessive individual absenteeism. This report shows year-to-date information only and will be refreshed biweekly at the conclusion of each payroll cycle.

## Potential Uses

Potential uses for this report include but are not limited to:

- Identification of leave usage by individual employee, by work location or department
- Manage absenteeism within the workforce
- Identification of trends, including work locations and job classifications with high levels of usage
- Develop strategies to reduce sick leave usage where it is high in an effort to increase productivity and lower direct (i.e. overtime) and indirect (Slower response rates to service requests) costs
- Assist in the development of staffing plans for departments or work units where certain staffing levels are required
- Compare with Overtime Summary to determine if there is a correlation between Leave Usage and OT Compensation.

## About the Information

The report includes only “active” full-time, part-time, regular and seasonal employees. Temporary and intermittent employees are excluded. The graphic within the report will provide year to date usage percentages based on the last paycheck run of the calendar year. This year-end information will only be available to retrieve for the two week period between the last paycheck of the year and the first paycheck of the new calendar year.

**Important:** Hours “YTD Taken” shown on the report will be reset to zero after the final paycheck of the year has been issued.