

Employee Leave Balance and Usage

Board of Directors Meeting – Open Agenda Item 4b

February 16, 2012

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State Fund Leave Balance and Usage

All Leave Balance Types

LEAVE TYPE:	Annual Leave	Vacation	Personal Holiday	Holiday Credit	PLP	VPLP	CTO	Excess	SICK	HIT
2007 YTD	657,583	1,397,958	55,352	37,064	96,360	50,370	15,161	18,628	2,128,272	21,233
2008 YTD	617,382	1,387,913	58,824	22,636	81,247	51,410	18,146	22,892	2,048,398	23,173
2009 YTD	641,435	1,534,979	56,568	41,063	67,975	43,507	19,495	23,785	2,038,082	19,124
2010 YTD	559,547	1,490,902	58,440	74,516	56,861	41,668	13,765	24,917	1,950,391	20,697
2011 YTD	478,916	1,346,017	48,728	33,355	40,985	29,816	11,420	21,850	1,653,486	18,704

All Usage for All Leave Balance Types

LEAVE TYPE:	Annual Leave	Vacation	Personal Holiday	Holiday Credit	PLP	VPLP	CTO	Excess	SICK	HIT
2007 YTD	(338,519)	(1,022,505)	(55,872)	(64,782)	(37,218)	(87,617)	(11,362)	(36,071)	(784,629)	(35,512)
2008 YTD	(373,552)	(1,333,280)	(60,912)	(14,952)	(15,427)	(82,446)	(17,791)	(54,053)	(716,982)	(29,857)
2009 YTD	(281,732)	(750,378)	(63,696)	(44,880)	(13,293)	(57,773)	(11,878)	(54,809)	(616,737)	(34,220)
2010 YTD	(243,388)	(816,032)	(53,136)	(24,902)	(8,594)	(58,898)	(14,942)	(47,471)	(530,162)	(26,030)
2011 YTD	(192,084)	(604,401)	(46,136)	(74,753)	(7,664)	(38,397)	(7,574)	(38,675)	(449,459)	(20,392)

Where we stand on the 640 Hour Cap?

- Since 2008, State Fund has taken steps to reduce the number of hours and employees over 640 vacation/annual leave hour cap, reducing the hours by over 62%
- Our target in 2011 was to have all employees in excess of the 640 hours use all of their newly accrued time
- Our goal for 2012 is to have employees who have 640 hours and above use any new hours they accrue plus 10% of their accrued time over the 640 hours cap

Historical Summary

Leave Over the 640 Cap - Historical Summary

Year	Hours Over Cap	(Hours) Change in %	Employees Over Cap	(Head Count) Change in %
2007	318,119	-	831	-
2008	258,237	-18.8%	748	-10.0%
2009	277,956	7.6%	856	14.4%
2010	231,184	-16.8%	808	-5.6%
2011	199,024	-13.9%	760	-5.9%

Number of Employees over the 640 Cap

As of December 31, 2011

Annual Leave & Vacation over the 640 Cap

LEAVE TYPE:	Hours Over Cap	# of EE's	Average Hours Over Cap
<i>Total</i>	199,024	760	262

Over the 640 Cap for Rank and File Employees

LEAVE TYPE:	Hours Over Cap	# of EE's	Average Hours Over Cap
<i>Total</i>	93,469	462	202

Grand Total over the 640 Cap for Exempt, CEA, Managers and Supervisors

LEAVE TYPE:	Hours Over Cap	# of EE's	Average Hours Over Cap
<i>Total</i>	105,555	298	354

Additional Steps

Ethics and Labor Relations will provide:

- A list of all employees who are over the cap and used little to no time in 2011. Ethics and Labor Relations will follow up with their management to determine why.
- Executive a comparison by program, the number of employees in each program and how many employees within each program have 640+ hours of accrued time in the 2010-2011 year. This will allow Executive to better monitor and track progress in reducing the number of employees and hours over the cap.

The number of employees and hours over the cap will also be discussed at all the 2012 Business Review Meetings.

The table below lists the monthly Annual Leave and Sick Leave/Vacation accrual rates for a full-time employee in **Bargaining Units 1, 2, 4, 10, 12, 13, 14, 15 and 17:**

Length of Service	Annual Leave	Vacation + Sick Leave (8 hours)
1 month to 3 years	11 hours	15 hours (7 hours + 8 hours)
37 months to 10 years	14 hours	18 hours (10 hours + 8 hours)
121 months to 15 years	16 hours	20 hours (12 hours + 8 hours)
181 months to 20 years	17 hours	21 hours (13 hours + 8 hours)
241 months and over	18 hours	22 hours (14 hours + 8 hours)

The table below lists monthly Annual Leave and Sick Leave/Vacation accrual rates for a full-time employee designated **supervisory, managerial or confidential or other excluded employees:**

Length of Service	Annual Leave	Vacation + Sick Leave (8 hours)
1 month to 3 years	15 hours	15 hours (7 hours + 8 hours)
37 months to 10 years	15 hours	19 hours (11 hours + 8 hours)
121 months to 15 years	17 hours	21 hours (13 hours + 8 hours)
181 months to 20 years	18 hours	22 hours (14 hours + 8 hours)
241 months to 25 years	19 hours	23 hours (15 hours + 8 hours)
301 months and over	20 hours	24 hours (16 hours + 8 hours)

Story of a Senior Leader

- Earned 3,900 hours of annual leave in his first 20 years with State Fund
- Used 2,760 hours or an average of 11.5 days a year, but has a balance of 1140 hours
- Will earn another 2,340 hours over the next 10 years or approximately 6 weeks per year
- Will retire with 30 years of service, earning a total of 6,240 hours (780 days, or 156 weeks, or 3 years!)
- Note: the total above does not include the 11 set holidays, 1 Personal Holiday, 2 Personal Development Days, or .5 day Holiday Informal Time granted per year