



Response to Questions on the 2016 LOBs

Request By: Supervisor Gross

Relevant LOB(s): N/A

Question: How does the County compare to other jurisdictions with respect to leave policies?

Response:

The Department of Human Resources surveyed local jurisdictions regarding their leave policies. The survey data indicates that, overall, Fairfax County's leave policies align competitively in the marketplace. However, differences exist in the implementation of various leave types, which are summarized below. It should be noted that all leave amounts stated below are based on a full-time employee scheduled to work either 40 or 37.5 hours per week, depending on the typical number of scheduled hours of each jurisdiction.

Annual Leave

In all of the jurisdictions surveyed, general merit employees accrue annual leave each pay period, with the amount accrued increasing as years of service increase. The amount accrued for new hires ranges from 12 to 15 days per year, and the amount accrued for employees with 15 or more years of service ranges from 25 to 28 days.

As shown in the table below, the intervals at which leave accruals increase vary between jurisdictions. For Fairfax County and Montgomery County employees, accruals increase after completing 3 years of service and after completing 15 years of service. Arlington County and Prince William County increase accruals more frequently, after every 3 years of service. Meanwhile, the City of Alexandria and Loudoun County increase accruals annually until they reach the maximum level. As a result, leave accruals for Fairfax County employees are generally in line with the other jurisdictions in years 0 through 2, are greater than the other jurisdictions in years 3 through 5, and lag the other jurisdictions in years 6 through 14.



Days of Annual Leave Accrued per Year						
Years of Service	Fairfax County	City of Alexandria	Arlington County	Loudoun County ¹	Montgomery County	Prince William County ¹
0	13	13	13	12.1	15	13.9
1	13	14	13	12.1	15	13.9
2	13	15	13	13.1	15	13.9
3	19.5	16	16	14.1	20	17.3
4	19.5	17	16	15.1	20	17.3
5	19.5	18	16	16.1	20	17.3
6	19.5	19	20	17.1	20	20.8
7	19.5	20	20	18.1	20	20.8
8	19.5	21	20	19.1	20	20.8
9	19.5	22	23	20.1	20	24.3
10	19.5	23	23	21.1	20	24.3
11	19.5	24	23	22.1	20	24.3
12	19.5	25	26	23.1	20	27.7
13	19.5	25	26	24.1	20	27.7
14	19.5	25	26	24.1	20	27.7
15	26	25	26	24.1	26	27.7

¹ Days of annual leave accrued per year calculated based on a typical workday of 7.5 hours.

The amount of annual leave that can be carried over from one year to the next also varies between jurisdiction. Prince William County has set limits that are equivalent to those of Fairfax County, allowing employees with less than 10 years of service to carry forward up to 30 days of leave and allowing employees with more than 10 years of service to carry forward up to 40 days of leave. The City of Alexandria allows new hires to carry forward 24 days of annual leave, and this amount increases gradually until the reaching maximum of 48 days for employees with 12 or more years of service. Arlington County, Loudoun County, and Montgomery County have limits that do not change based on years of service. Loudoun County has the highest limit for annual leave accumulation.

Most jurisdictions allow accumulated annual leave in excess of the limit to be converted to sick leave. Loudoun County is the only jurisdiction of those shown that does not allow annual leave in excess of the limit to be converted to sick leave, as employees must forfeit any excess. Prince William County limits the number of hours that can be converted to 135, or the equivalent of 18 days of leave. Montgomery County allows employees the option of either converting their entire excess to sick leave or being paid for half of the excess and converting the remaining half.



Annual Leave Accumulation Limits						
	Fairfax County	City of Alexandria	Arlington County	Loudoun County ¹	Montgomery County	Prince William County ¹
Maximum amount of annual leave carried forward to the next year	30 – 40 days ²	24 – 48 days ³	35 days	48.5 days	30 days	30 – 40 days ²
Treatment of annual leave in excess of limit	Converted to sick leave	Converted to sick leave	Converted to sick leave	Forfeited	Converted to sick leave or convert half and be paid for half	Up to 18 days converted to sick leave

¹ Limit on days of annual leave carried forward calculated based on a typical workday of 7.5 hours.

² Fairfax County and Prince William County annual leave accumulation limits are equivalent to 30 days of leave for new hires, but increase to 40 days after 10 years of service.

³ The City of Alexandria annual leave accumulation limit is equivalent to 24 days of leave for new hires. The limit increases by 2 days with each year of service, until reaching a maximum of 48 days for employees with 12 or more years of service.

Sick Leave

Fairfax County falls in the middle of the range of the number of days of sick leave accrued per year. All of the jurisdictions surveyed allow an unlimited amount of sick leave to be carried forward each year.

Prince William County provides well days to employees who use little or no sick leave. Under this policy, employees are granted 2 additional days of annual leave if they use 4 or fewer days of sick leave during the year or are granted 1 additional day of annual leave if they use 8 or fewer days of sick leave during the year.

Sick Leave						
	Fairfax County	City of Alexandria	Arlington County	Loudoun County ¹	Montgomery County	Prince William County ¹
Sick Leave Accrued per Year	13 days	12 days	13 days	12.1 days	15 days	13.9 days
Sick Leave Accumulation Limit	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Well Days	-	-	-	-	-	Up to 2 days per year

¹ Days of sick leave accrued per year calculated based on a typical workday of 7.5 hours.



Bereavement Leave

The majority of the jurisdictions surveyed provide paid bereavement leave, as Arlington County is the sole jurisdiction that lacks a separate category of leave for bereavement. Fairfax County provides 2 days of bereavement leave per year, which can be used in the event of the death of any extended family member or household member. This is the fewest days of the jurisdictions that offer bereavement leave. In addition, Fairfax County's bereavement leave is limited to 2 days per calendar year, while other jurisdictions provide a new allotment of bereavement leave for each incident that occurs during the year. However, Fairfax County allows employees to use sick leave for bereavement purposes, as does Arlington County, while employees in the other jurisdictions listed are not permitted to use sick leave after exhausting the allotted amount of bereavement leave and must instead use other types of leave such as annual leave.

Bereavement Leave						
	Fairfax County	City of Alexandria	Arlington County	Loudoun County	Montgomery County	Prince William County
Bereavement Leave	2 days per calendar year	3 days per incident	-	5 days per incident	3 days per incident	3 days per incident

Parental Leave

It is common among the jurisdictions surveyed to allow employees to use sick or annual leave in the event of a birth, adoption, or foster care placement of a child. However, Fairfax County and Arlington County are the only jurisdictions of those surveyed that provide additional paid parental leave. Both jurisdictions provide 10 days of paid parental leave.

Holiday Leave

The number of holidays granted by each jurisdiction can vary each year, and therefore the table below provides a list of holidays granted by each jurisdiction in calendar year 2016. The jurisdictions generally recognize the same holidays, though differ in the number of days of leave granted for Columbus Day, Veterans Day, Thanksgiving and Christmas. In addition, Loudoun County provides a floating holiday, which can be used at any point during the year but cannot be carried forward to the next year. Similarly, Montgomery County provides three personal days that do not carry forward to the next year.



Holiday Leave – Calendar Year 2016						
	Fairfax County	City of Alexandria	Arlington County	Loudoun County	Montgomery County	Prince William County
New Year's Day	1	1	1	1	1	1
Martin Luther King, Jr. Day	1	1	1	1	1	1
Washington's Birthday	1	1	1	1	1	1
Memorial Day	1	1	1	1	1	1
Independence Day	1	1	1	1	1	1
Labor Day	1	1	1	1	1	1
Columbus Day	1	1	-	1	-	1
Veterans Day	1	-	1	1	1	1
Thanksgiving	2	2	2	2.5	1	2
Christmas	2	2	1	2	1	2
Floating Holiday/ Personal Days	-	-	-	1	3	-
TOTAL	12	11	10	13.5	12	12

Other Types of Leave

In addition to the categories of leave discussed above, several other types of leave are common among the jurisdictions surveyed. These categories of leave typically provide flexibility in specific situations, and therefore are not routinely used by all employees. Examples of these categories include military leave for employee reservists or members of the National Guard who are ordered to military duty or training and civil leave for employees to vote, perform jury duty, or appear before a court. Fairfax County's leave policies are generally in line with those of the jurisdictions surveyed in these areas.