



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 115 as of 2/24/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	98	93	0	5	
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	72.25	80.00	152.25	Unfilled Positions 1
Pay Period 12/20/2020 to 01/02/2021				
Hours worked by Subs	-			
<b>CSBG/CEAP Staff</b>	91.25	2.50	93.75	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
<b>Head Start Staff</b>	419.50	125.50	545.00	Unfilled Positions 1
Pay Period 01/03/2021 to 01/16/2021				
Hours worked by Subs	150.75			
<b>CSBG/CEAP Staff</b>	90.00	30.50	120.50	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
<b>Total Hours Absent Both Pay Periods</b>	673.00	238.50		

<b>LWOP Savings</b>	\$	3,100.50	\$	13.00	238.50	\$13.13 average hourly rate
<b>HS Sub Usage Expense</b>	\$	1,206.00	\$	8.00	150.75	\$8.00 average hourly sub rate
<b>Savings for both periods</b>	\$	1,894.50				

**Change in Potential**

**Liability with**

**Leave Earned and Used** \$ 3,653.65