**STAFFING ANALYSIS SURVEY**

**INSTRUCTIONS:**

**Circle only one job classification:**

Manager

Asst. Manager

Shift Supervisor

Lead

Armed Guard

Unarmed Guard

Clerical

* If an item is not applicable, enter **N/A:**
* **Available Vacation Hours Per Year**: (Accruals per Company Policy)

0 through 6 mos. = \_\_\_\_\_\_ hrs.

6 mos. through 4 yrs. = \_\_\_\_\_\_ hrs.

5 yrs. through 9 yrs. = \_\_\_\_\_\_ hrs.

10 yrs. or more = \_\_\_\_\_\_ hrs.

* **Sick Leave – Hours Off Per. Year:**

Sick leave used by employee, but not for Worker Compensation incidents.

* **Personal Hours Off Per. Year:**

Personal leave use by employee for Doctor Appointments, Bereavement, and or other Personal Business, but not for vacation or sick leave.

* **Military Hours Off Per, Year:**

Time off for military drills and training**,** but not for active duty deployments.

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2016 | 2017 | 2018 |
| Available Vacation Hours Per Year. |  |  |  |
| Sick Leave - Hours Off Per. Year. |  |  |  |
| Personal Hours Off Per. Year. |  |  |  |
| Military hours Off Per. Year. |  |  |  |
| Compensatory Hours Off Pre. Year. |  |  |  |