



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Employee Time Off Less Than Five Days



Employee Time Off

- ***Objective:*** Review annual leave pattern of Airports Authority employees for 18-month period, January 1, 2011 – June 30, 2012.
- ***Background:*** The Association of Certified Fraud Examiners notes that organizations with mandatory vacation and job rotation policies detect their frauds sooner and suffer smaller losses. The Airports Authority does not have a mandatory vacation policy, but does limit the amount of unused leave that an employee can accumulate. Employees can carry over 240 hours of annual leave from one year to another. Annual leave in excess of 240 hours at the end of the year is forfeited. Firefighters who are scheduled to work 56-hour weeks may carry over a maximum of 336 hours.



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- ***Conclusion:*** Most Airports Authority employees took five or more consecutive days of vacation during the 18-month review period. However, some employees who did not take five consecutive days off perform functions with a higher inherent risk of fraud, such as accounting or cash handling.
- ***Recommendation:*** Vice Presidents and managers should review leave usage for their employees and make every effort to ensure that each employee takes at least five consecutive days of leave every year. Employees who do not achieve five consecutive days in a given calendar year should be required to take the five days off in the first quarter of the next year.



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- *Management Response:*

Management requested and received a leave usage schedule for Calendar Year 2012. Management will analyze the two periods and implement an appropriate policy to encourage use of five days of consecutive leave and to provide specific guidelines if necessary for any positions deemed sensitive for implementation of this policy.