

**From:** [Michael E. Avakian](#)  
**To:** [Don Loos](#)  
**Subject:** FW: draft response to FOIA Request  
**Date:** Friday, June 19, 2015 5:10:43 PM  
**Attachments:** [regular\\_subobject\\_code\\_list.xlsx](#)

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Wow!

**Michael E. Avakian, Esq.**  
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**From:** Spage, Catherine M. [mailto:Catherine.Spage@fairfaxcounty.gov]  
**Sent:** Friday, June 19, 2015 5:07 PM  
**To:** Michael E. Avakian  
**Cc:** Woodruff, Susan  
**Subject:** RE: draft response to FOIA Request

Mr. Avakian,

In response to your Virginia FOIA request, we don't have much information to share as we do not track the level of detail you have requested. Agencies are responsible for tracking time and attendance of their employees and as PM 11-03 states the 240 hour annual allotments will be monitored by the employee organization. As you will see below, in one instance we have slightly more detail in our legacy system (PRISM) which was retired in June 2012.

The details for each of your specific queries is as follows:

1. Hours of Admin Leave for each recognized Employee Organization: we do not track this level of detail in our system, organizations are responsible for adhering to the limits in accordance with PM 11-03.
2. Gross Admin Leave for S/O 109: 109 is Annual Leave, which can be taken with the supervisor's approval and used for a variety of things including employee group activities
3. Gross Admin Leave for S/O 116: 116 is Admin Leave, which can be granted for more than Employee Organization activities
4. Gross Admin Leave for S/O 172: 172 is "Admin Leave Emp Org Activites": we could provide specific hours by pay period for leave in this category (with the caveat that it covers the period July 2010 through Jun 2012) which would take approximately 2 hours to pull and create a report which would cost approximately \$100.
5. Documents for Admin leave with no S/O for attendance at conventions, etc...: We have nothing available to pull as we do not maintain lists of officers for employee organizations
6. Documents tracking 240 hours for meetings and 240 hours for conventions: The individual employee organizations are responsible for tracking this per PM 11-03
7. Dates for leave in above reporting: would only apply to request 4 above.
8. Explanation of Subobject Codes: see attached list.

If you'd like us to create a report for your fourth item, let us know and we'll start working on it right

away.

*Catherine Spage, SPHR, IPMA-CP*  
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**From:** Michael E. Avakian [<mailto:mea@wimlaw.com>]  
**Sent:** Thursday, June 11, 2015 4:27 PM  
**To:** Woodruff, Susan  
**Subject:** FOIA Request

Ms. Woodruff:

Please find enclosed a follow-up FOIA request to one responded to in the Spring.

Please call me if you have any questions.

**Michael E. Avakian, Esq.**  
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