

TO: ALL COUNTY PERSONNEL

**FROM: JOSEPH ABRUZZO
COUNTY ADMINISTRATOR**

PREPARED BY: HUMAN RESOURCES

SUBJECT: INCENTIVE LEAVE

PPM #: CW-P-058

ISSUE DATE
MAY 07, 2026

EFFECTIVE DATE
MAY 07, 2026

PURPOSE:

To provide Department Heads with an additional tool to reward and acknowledge extraordinary accomplishments by employees, and to serve as an incentive for outstanding performance. Leave approved by a Department Head under this policy shall be known as “Incentive Leave.”

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources under the authority of the County Administrator.

AUTHORITY:

- The Palm Beach County Merit System Rules and Regulations, as may be amended.

POLICY:

Department Heads may, at their discretion, approve leave with pay of up to 20 hours per year for an employee who has contributed significantly to achievement of department or county government goals, customer service improvements, cost savings initiative, or a project of importance to Palm Beach County. Examples include: acknowledgment of an Employee of the Month, reward for an employee suggestion which saved a significant amount of county funds. An employee may be awarded incentive leave several times throughout the year, not to exceed 8 or 10 hours depending on work schedule per incident, with the total amount of incentive leave.

employee will enter each occurrence of incentive leave awarded into the HRIS Leave System. To use the incentive leave, the employee will select Incentive Leave under the "Leave Type." The date awarded will be the date of the department head's approval.

An employee on incentive leave shall be paid his/her regular hourly rate. Incentive Leave granted for any individual employee within one calendar year shall not exceed 20 hours. Employee "Incentive Leave" shall not accumulate or be carried over beyond the calendar year in which it was granted to the employee. Incentive Leave balances will be reset to zero at the end of the pay period that includes December 31, and unused time will be lost. Department administrative staff can access the Incentive Leave Report for their department in HRIS.

The total Incentive Leave granted within any specific department for each calendar year shall not exceed a cap which shall be determined by multiplying the number of employees (fulltime equivalents) in the department by 2 hours. For example, in a department of 100 full time employees, the total incentive leave granted would be limited to 200 hours department-wide per calendar year.

The Incentive Leave Award Certificate must be signed/dated by the awarding supervisor and department director. The employee is given the original copy and the department retains a copy. Incentive Leave balances will be tracked through the HRIS system and periodic audits may be conducted by County Administration.

Any exceptions to this policy must be approved by the County Administrator.



JOSEPH ABRUZZO
COUNTY ADMINISTRATOR

Supersession History:

1. PPM #CW-P-058, effective 1/1/94
2. PPM #CW-P-058, effective 4/1/96
3. PPM #CW-P-058, effective 1/6/98
4. PPM #CW-P-058, effective 11/4/99
5. PPM #CW-P-058, effective 05/13/11
6. PPM #CW-P-058, effective 1/13/17



Incentive Leave Award Certificate

[Redacted]

Employee Name

has been awarded hours leave [Redacted] *with pay for an extraordinary accomplishment*

Reason:

[Redacted]

Awarding Supervisor: _____

Date: _____

Department Head Approval: _____

Date: _____

TO REDEEM AWARD:

Fill out Employee Leave Request form and record incentive leave time in “Other With Pay.”
Incentive leave balances must be used by the end of the pay period that includes December 31.