

**TO: ALL COUNTY PERSONNEL**

**FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR**

**PREPARED BY: ADMINISTRATION**

**SUBJECT: INCENTIVE LEAVE**

**PPM: CW-P-058**

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**ISSUE DATE**

**November 4, 1999**

**EFFECTIVE DATE**

**November 4, 1999**

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**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."

**AUTHORITY:**

The Palm Beach County Merit System Rules and Regulations authorize the County Administrator to exercise powers for personnel administration as may be required for the efficient administration of county government.

**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 initiatives, 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 hours per incident, with the total amount of incentive leave per individual not exceeding 20 hours annually.

**PROCEDURE:**

Incentive Leave requires Department Head approval. The Department Head shall sign the Incentive Leave Award Certificate which shall include the reason(s) for the Incentive Leave being granted. Departments may design their own internal Incentive Leave Award Certificates; one is attached as an example. The department will enter each occurrence of incentive leave awarded into the HRM system using "INA" (Incentive leave awarded) as the type of leave. The date awarded will be the date of the department head's approval.

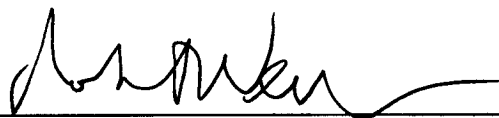
Leave slips will be filled out with appropriate information and submitted with approved signatures. Incentive Leave shall be marked as "Other With Pay" and "Incentive Leave" shall be specified on the leave slip. The actual date the leave is taken is entered on the HRMS timekeeping transaction as type "INR" (Incentive leave redeemed). If the incentive leave balance is insufficient an error message is issued.

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.

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 (full time 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 HRM system and periodic audits may be conducted by County Administration.

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



**ROBERT WEISMAN**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. PPM#CW-P-058, dated 1/1/94
2. PPM#CW P-058, dated 4/1/96
3. PPM#CW-P 058, dated 1/6/98



# *Incentive Leave Award Certificate*

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*has been awarded \_\_\_\_\_ hours leave with pay for an extraordinary accomplishment.*

*Reason:*

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*Awarding Supervisor:*

*Date:*

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*Department Head Approval:*

*Date:*

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**TO REDEEM THIS 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.