

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: INCENTIVE LEAVE
PPM #: CW-P-058

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ISSUE DATE
January 13, 2017
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EFFECTIVE DATE
January 13, 2017
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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.”

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 per individual not exceeding 20 hours annually.

PROCEDURE

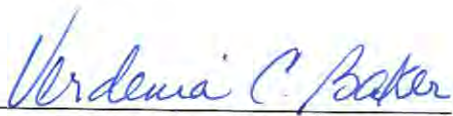
Incentive Leave requires Department Head approval. The Department Head shall sign the Incentive Leave Award Certificate which shall include the reason(s) for the Incentive Leave being granted. Departments may design their own internal Incentive Leave Award Certificates; one is attached as an example. The 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 Administrators 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 (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 HRIS system and periodic audits may be conducted by County Administration.

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


VERDENIA C. BAKER
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
4. PPM #CW-P-058, dated 11/4/99
5. PPM #CW-P-058, issued 05/13/11



Incentive Leave Award Certificate

[Redacted]

Employee Name

has been awarded [Redacted] *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.