



City of Dallas

## Attendance Incentive Leave (AIL) Frequently Asked Questions

### What is Attendance Incentive Leave?

Attendance Incentive Leave (AIL) rewards attendance by granting additional leave hours for employees with no sick leave, FMLA leave, military leave, Paid Parental Leave, unpaid suspension, unapproved leave without pay, or approved leave without pay.

### How do I earn AIL?

To earn AIL:

- The employee must be employed by the City of Dallas. (Elected officials, contractors, consultants, and temporary employees are not eligible for the AIL program.)
- The employee must work for the City of Dallas for one continuous year. AIL eligibility ends when the employee ceases employment with the City of Dallas. If the employee is rehired, AIL eligibility restarts on their rehire date.
- Upon eligibility, the employee must be employed from the first day of a quarter through the last day of that same quarter with no AIL exclusions during the quarter to be eligible for AIL during that quarter.

### What are AIL exclusions?

AIL exclusions are leave types that disqualify an employee from being eligible for AIL during the quarter when an AIL exclusion leave is taken. The following list are all AIL exclusion leaves:

- Advance sick
- Catastrophic leave
- Emergency paid leave
- Leave without pay approved
- Leave without pay approved FMLA Intermittent
- Leave without pay approved FMLA leave
- Leave without pay approved furlough
- Leave without pay military
- Leave without pay unapproved
- Parental time off
- Sick
- Sick excused
- Sick FMLA intermittent
- Sick FMLA leave
- Sick unexcused

### What types of leave affect earning AIL?

AIL exclusions are leave types that disqualify an employee from being eligible for AIL during the quarter when an AIL exclusion leave is taken. The following list are all AIL exclusion leaves.

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### What is the difference between AIL and Kelly Days (K Days)?

Kelly days (K days) are only for Dallas Fire Rescue (DFR) employees who are on the 24 hour / 28 day schedule.

### How much AIL can I accrue?

AIL hours accrued may not exceed 72 hours for Dallas Fire Rescue sworn employees on a 24-hour work schedule and may not exceed 48 hours for all other permanent full-time employees. Part-time employees may not exceed 24 hours.

### When will I see my AIL hours in Workday?

AIL is calculated and posted to Workday by the end of the first month of each new calendar quarter.

### How are AIL hours displayed in Workday?

AIL hours are a separate leave category from vacation leave and other types of paid time off.

### What do I do if my AIL leave did not show up in Workday when it was supposed to?

1. Make sure you are eligible for AIL for the quarter in question by:
  - a. Ensuring you completed the initial 12 months of consecutive employment with no AIL exclusion leaves used.
  - b. Checking your leave(s) used in the previous quarter to make sure you have not taken a leave that is considered an AIL exclusion.
  - c. Making sure the current date is after the date for AIL posting for the previous quarter.
2. If Step 1 show you should have received AIL, contact your Manager and HR Partner to verify you are eligible for AIL for the dates in question.
3. If your Manager and HR Partner agree you should have received AIL for the dates in question, submit a ServiceNow ticket with the documentation you have obtained to demonstrate you have met the criteria for AIL.

### What is the AIL Annual Bonus and when is it calculated?

The AIL Annual Bonus is awarded after completion of 4 consecutive quarterly awards and is worth twice the hours of AIL quarterly bonuses. The calculation timing examples are in the table below.

#### For example:

- Fire24 = Annual Bonus is 24 hours.
- Civilian & Uniform 8 (Full Time Employee) = Annual Bonus is 16 hours.
- Civilian & Uniform 8 (Part Time Employee) = Annual Bonus is 8 hours.



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### How is AIL awarded?

All AIL awards will be granted by the end of the first month of each new quarter. The following four schedules are examples of timing when the quarterly awards and annual bonuses are to be paid.

**Example 1:** Four consecutive quarters of AIL earned starting in Q1 (Jan-Mar).

AIL Earned Quarter	AIL Quarterly Award Month	AIL Annual Bonus Month
Year 1 - January to March	April	NO
Year 1 - April to June	July	NO
Year 1 - July to September	October	NO
Year 1 - October to December	January	January
Year 2 - January to March	April	NO

**Example 2:** Four consecutive quarters of AIL earned starting in Q2 (Apr-Jun).

AIL Earned Quarter	AIL Quarterly Award Month	AIL Annual Bonus Month
Year 1 - April to June	July	NO
Year 1 - July to September	October	NO
Year 1 - October to December	January	NO
Year 2 - January to March	April	April
Year 2 - April to June	July	NO

**Example 3:** Four consecutive quarters of AIL earned starting in Q3 (Jul-Sep).

AIL Earned Quarter	AIL Quarterly Award Month	AIL Annual Bonus Month
Year 1 - July to September	October	NO
Year 1 - October to December	January	NO
Year 2 - January to March	April	NO
Year 2 - April to June	July	July
Year 2 - July to September	October	NO

**Example 4:** Four consecutive quarters of AIL earned starting in Q4 (Oct-Dec).

AIL Earned Quarter	AIL Quarterly Award Month	AIL Annual Bonus Month
Year 1 - October to December	January	NO
Year 2 - January to March	April	NO
Year 2 - April to June	July	NO
Year 2 - July to September	October	October
Year 2 - October to December	January	NO



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### When can I use my AIL time?

You can use your AIL time after the AIL time is posted and available to you in Workday, pending your supervisor's approval and your work group's leave approval process.