

# Administrative Directive 3-39

**SUBJECT: ATTENDANCE INCENTIVE PROGRAM**

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## **1. PURPOSE**

To reward excellent attendance by granting additional leave hours to City employees with no sick leave usage or leave without pay.

## **2. SCOPE**

Applies to all permanent employees.

## **3. DEFINITIONS**

3.1 Incentive Hours means attendance incentive leave hours earned by an employee based on no sick leave usage or leave without pay.

## **4. ELIGIBILITY**

4.1 Newly appointed employees are required to have one (1) continuous year of attendance with no sick leave usage or leave without pay before they are eligible to participate in the attendance incentive program.

4.2 Employees who have any sick leave, unapproved or approved leave without pay, or unpaid suspension within a calendar quarter are ineligible to earn incentive hours for that quarter.

## **5. PROCEDURES**

5.1 Employees not using sick leave or leave without pay during a calendar quarter will be granted an additional eight (8) hours of paid leave at the end of that calendar quarter. Dallas Fire Department sworn employees on a 24-hour work schedule not using sick leave or leave without pay during a calendar quarter will be granted an additional twelve (12) hours of paid leave at the end of that calendar quarter.

5.2 Employees earning attendance incentive hours for four (4) consecutive quarters will be granted an additional sixteen (16) hours of attendance incentive leave at the end of the final quarter. Dallas Fire Department sworn employees on a 24-hour work schedule earning attendance incentive hours for four (4) consecutive quarters will be granted an additional twenty four (24) hours of attendance incentive leave at the end of the final quarter. Additional incentive hours can only be earned once every calendar year; a calendar quarter may only be used once to calculate these bonus incentive hours.

5.3 Permanent part-time employees not using sick leave or leave without pay during a calendar quarter will be granted an additional four (4) hours of paid leave at the end of that calendar quarter. Permanent part-time employees earning attendance incentive leave for four (4) consecutive quarters will be granted an additional eight (8) hours of vacation leave at the end of the final quarter.

- 5.4 Incentive Hours earned will be tracked separately from vacation leave and may not exceed 72 hours for Dallas Fire Department sworn employees on a 24-hour work schedule, 48 hours for all other permanent full-time employees, and 24 hours for permanent part-time employees. Incentive hours taken will be recorded by the employee as a separate leave category. Incentive hours requested and taken are subject to supervisory approval.
- 5.5 Payment upon termination. An employee who terminates employment shall be paid for incentive hours earned but not taken, not to exceed 72 hours for Dallas Fire Department sworn employees on a 24-hour work schedule, 48 hours for all other permanent full-time employees, or 24 hours for permanent part-time employees.

**6. RESPONSIBILITIES**

- 6.1 Employing departments are responsible for ensuring that attendance records are current, accurate and verified with approved signatures.
- 6.2 The payroll system will compute Incentive Hours earned which will be reflected quarterly on employee's paycheck stubs.

**7. PRIOR ACTION**

- 7.1 Latest Revision Date: April 1, 2006  
Effective Date of Revised AD: April 1, 2006
- 7.2 Revisions made October 2001 to reflect policy change.
- 7.3 Revisions made to reflect departmental reorganizations.
- 7.4 Revisions made April 2006 to reflect policy change.
- 7.5 Revisions made October 2007 to reflect policy change.

**8. ISSUING DEPARTMENT: Human Resources**