



Human Resources Department Employee Benefits and Services

Diane Rundles
Director of HR

Gina King
HR Deputy Director

Amy Coughlin
HR Deputy Director

Leonardo Gonzalez
Labor Chief

March 01, 2022

Name
Address
City, State Zip

RE: Perfect Attendance for Calendar Year 2021

Dear Perfect Attendance Recipient:

Congratulations on achieving perfect attendance for Calendar Year 2021! Our records indicate that you did not use any sick related leave from December 18, 2020 through December 17, 2021. The County is committed to promoting health and wellness among its employees, and your commitment to staying healthy deserves recognition.

The County would like to reward your commendable accomplishment with sixteen (16) hours of Perfect Attendance Leave (PAL) time. It is anticipated that you will see the PAL time credited to your leave balance on or before **April 6, 2022**.

Please note the following:

- If you are planning to retire **by March 25, 2022**, please notify EBSD as soon as possible, so that you may utilize your PAL time prior to retirement.
- Employees who do not use Perfect Attendance Leave time before **December 16, 2022**, will forfeit all unused PAL time.
- No cash-out provisions are available for unused PAL time.

Once again, we congratulate you on your achievement and please enjoy your perfect attendance reward – You have earned it!

Please contact Kristina Ramirez, Human Resources Analyst, at (909) 387-5787 or via email at mhm@hr.sbcounty.gov, if you have any questions regarding or need assistance with your Perfect Attendance reward.

Sincerely,

Sandra Wakcher
Interim Human Resources Division Chief

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