



## 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 19, 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 one of the following:

- Up to sixteen (16) hours of Perfect Attendance Leave (PAL), or
- Reimbursement up to \$299 for a one-year membership for an approved fitness facility.

Once you have selected a reward option, please complete the [Perfect Attendance Benefit Election Form](#) and submit to Employee Benefits and Services (EBSD) via: inter-office mail to code 0440 attention: PAL; fax to (909) 387-5566; or email to [mhm@hr.sbcounty.gov](mailto:mhm@hr.sbcounty.gov).

Sixteen (16) hours of PAL time will *automatically* be credited to your leave balance if we do not receive your completed [Perfect Attendance Benefit Election Form](#) by **March 11, 2022**. It is anticipated that you will see the PAL time credited on or before **April 6, 2021**.

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 Monica Flores, Personnel Technician, at (909) 387-5787 or via email at [mhm@hr.sbcounty.gov](mailto: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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