



PERFECT ATTENDANCE BENEFIT OPTIONS

Eligible employees may choose only **ONE** of the following options:

OPTIONS	HEALTH CLUB MEMBERSHIP REIMBURSEMENT (Option 1)	PERFECT ATTENDANCE LEAVE (PAL) (Option 2)
DESCRIPTION	<ul style="list-style-type: none"> Eligible employees may be reimbursed up to \$299 for an approved health club membership, employee-only (no family or add-ons). Employees who elect PAL time are NOT eligible for this option. 	<ul style="list-style-type: none"> Eligible employees may receive up to sixteen (16) hours of PAL time. Employees may take PAL time at their discretion, provided the minimum PAL time used on a single day does not result in overtime. For example, an employee could take eight hours off on one day, four hours off on two days, etc. Employees who elect a health club membership reimbursement are NOT eligible for this option.
FORMS	<ul style="list-style-type: none"> Complete the Perfect Attendance Benefit Election Form and Perfect Attendance Health Club Membership Reimbursement form. Send these forms to the Employee Benefits and Services Division (EBS) via inter-office mail code to 0440 attention: PAL or email at mhm@hr.sbcounty.gov. If requesting reimbursement, attach a copy of the paid health club membership receipt(s) and contract specifying the terms of membership to the reimbursement request form. <p>NOTE: Reimbursements will be made on membership purchased or monthly payments made after January 1, 2022. Only one reimbursement form may be submitted per employee.</p>	<ul style="list-style-type: none"> Complete the enclosed Perfect Attendance Benefit Election Form. Send the election form to EBSD via inter-office mail code to 0440 attention: PAL or via email to mhm@hr.sbcounty.gov. When you are ready to use your PAL time, submit an eTime request on EMACS using TRC Code "PAL" for Paid Perfect Attendance Leave.
DEADLINES	<ul style="list-style-type: none"> Perfect Attendance Benefit Election Forms are due by March 8, 2023. Reimbursements must be submitted for payment by September 30, 2023. <p>Failure to submit membership and reimbursement paperwork by September 30, 2023, will result in the employee receiving up to sixteen (16) hours of PAL time as a default selection that must be used by December 15, 2023. NOTE: This benefit does not carry over into the next calendar year.</p>	<ul style="list-style-type: none"> Perfect Attendance Benefit Election Forms are due by March 8, 2023. PAL time must be used before December 15, 2023. Employees who do not use PAL time before December 15, 2023, will forfeit all unused time. There is NO cash-out provision for unused PAL time.
TAXATION	<p>In accordance with IRS regulations, this benefit is <i>taxable</i>. You are responsible for all taxes.</p> <hr/> <p>The dollar amount paid for the membership will be added to your W-2.</p>	

Questions? Please contact your Department Payroll Specialist or call EBSD at (909) 387-5787.