



Human Resources Department Employee Benefits and Services

Diane Rundles
Director

Amy Coughlin
Assistant Director

Gina King
Assistant Director

Leonardo Gonzalez
Labor Chief

February 23, 2023

Name

Address

City, State Zip

RE: Perfect Attendance for Calendar Year 2022

Dear Perfect Attendance Recipient:

Congratulations on achieving perfect attendance for Calendar Year 2022! Our records indicate that you did not use any sick related leave from December 18, 2021 through December 16, 2022. 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! Perfect Attendance benefits are prorated for eligible employees scheduled less than eighty (80) hours per pay period. Please see example options below:

Scheduled for 80 hours per pay period:

- 16 hours of Perfect Attendance Leave (PAL), or
- \$299 health club reimbursement of an approved fitness facility

*Scheduled for at least 72 hours per pay period:

- 14.4 hours of Perfect Attendance Leave (PAL), or
- \$269 health club reimbursement of an approved fitness facility

*Eligible Units: Nurses; Administrative Services; Clerical; Craft, Labor & Trades; Management; Supervisory; Nurses Supervisory & Management; Technical & Inspection; and Professional.

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.

Up to 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 8, 2023**. It is anticipated that you will see the PAL time credited on or before **April 5, 2023**.

Please note the following:

- If you are planning to retire by **March 24, 2023**, 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 15, 2023** will forfeit all unused PAL time.
- No cash-out provisions are available for unused PAL time.

Please contact Sabrina Montoya, HR Technician, 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

Human Resources Division Chief

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