



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 with twelve (12) 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 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.

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

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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