

CITY OF CORAL SPRINGS  
**ADMINISTRATIVE POLICY MANUAL**

**CHAPTER: 06 HUMAN RESOURCES POLICIES**

**POLICY #: 06.04.03.02**

**SECTION: 04 BENEFITS**

**SUBJECT: 03 SICK LEAVE  
          02 Attendance  
Incentive Option**

**OFFICE/DEPARTMENT: PERSONNEL**

**EFFECTIVE DATE: 01/01/02**

**CITY MANAGER: Michael S.  
Levinson**

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**PURPOSE**

The Attendance Incentive Option is intended to reward regular full-time employees with exemplary attendance by allowing them annually the option of either converting a portion of their unused sick leave to annual leave or receiving a lump sum payment for those eligible hours, but not a combination thereof.

**DEFINITIONS**

1. Regular Full-Time Employee: An individual occupying a budgeted position and scheduled to work a minimum of forty (40) hours per work week.
2. Payroll Year: Period of time which includes all pay dates that occur during that year as reported to the IRS for income purposes.
3. Calendar Year: Period of time from January 1 to December 31 of the same year.

**POLICY**

1. A) For all employees whose sick leave accrual balance is **less than 480 hours** (576 hours for EMS 7K employees) at the end of the payroll year:

Unused hours earned and accumulated during the payroll year beyond the base of sixty-four (64) hours (80 hours for EMS 7K employees) may be converted to either:

Annual leave up to a maximum of thirty-two (32) hours (40 hours for EMS 7K employees).

Lump sum payment up to a maximum of thirty-two (32) hours (40 hours for EMS 7K employees).

If an employee chooses not to convert any sick leave, he or she may retain the unused accrual in his or her sick leave account, subject to the 480 hours (or 576 hours for EMS 7K employees) cap.

- B) For employees whose sick leave accrual balance is **greater than 480 hours** (576 hours for EMS 7K employees) at the end of the payroll year:

Unused hours earned and accumulated during the payroll year beyond the base of forty-eight (48) hours (60 hours for EMS 7K employees) may be converted to either:

Annual leave up to a maximum of 48 hours (60 hours for EMS 7K employees)

Lump sum payment up to a maximum of 48 hours (60 hours for EMS 7K employees)

2. Payment must be in one (1) hour increments.
3. Employees may donate up to 16 hours of sick time per payroll year without jeopardizing their Attendance Incentive Option.
4. After the selection of an attendance incentive option, sick leave accruals over the respective 480 (576 hours for EMS 7K employees) will be reduced appropriately.

#### **ELIGIBILITY**

1. Regular full-time employees who are employed as of January 1 will be eligible to receive the Attendance Incentive Option which is based on sick leave hours accrued during the previous payroll year and any sick leave hours used during the previous payroll year provided the employee meets the following criteria:
  - a. **Under 480 hours:** The employee must have accumulated but not used a base of 64 hours (80 hours for EMS 7K employees) or more of sick leave during the previous payroll year to be eligible.
  - b. **Over 480 hours:** The employee must have accumulated but not used a base of 48 hours (60 hours for EMS 7K employees) or more of sick leave during the previous payroll year to be eligible.
2. Rule of '73 employees are not eligible for the Attendance Incentive Option.

#### **PROCEDURE**

1. City staff will review the attendance records of all eligible employees for each payroll year in order to prepare a list of those eligible.
2. Employees who elect the lump sum payment option will receive a check in January covering the Attendance Incentive Option earned in the preceding payroll year and payment will be made at the hourly rate in effect on the last pay date of each payroll year.

Employees who elect to convert to annual leave will have the hours credited to their annual leave balance, not to exceed the maximum accrual amount.

3. Each employee must respond by the specified deadline to the Human Resources memorandum indicating the option chosen. If no option is selected, the accruals will remain in the sick leave account, subject to prescribed limits.

**ADMINISTRATIVE REPEAL**

The provisions contained herein shall supersede and replace all prior policies relating to Sick Leave Attendance Incentive Option and included in policies promulgated October 1, 1983, reissued September 1, 1986, October 30, 1987; December 1, 1992, July 14, 1993, January 1, 1997, and January 1, 1999 dated 9/28/98 as Administrative Policy 06.04.03.

MICHAEL S. LEVINSON

DATE