



PERFECT ATTENDANCE AWARD PM-58-04

Section: 58-00, SERVICE AND AWARDS

PURPOSE & SCOPE

Effective January 1, 1987, the City of Memphis Government implemented a Perfect Attendance Award Program that recognized annually, regular, full-time employees who have perfect attendance as defined by the guidelines set forth below.

POLICY

Perfect Attendance is awarded if the employee will not:

1. have used any sick leave benefits at any time during the given calendar year;
2. have used unauthorized leave of any kind during the given calendar year;
3. have used approved leave of absence without pay, including docked time, during the given calendar year; and
4. have been absent without pay for any disciplinary action during the given calendar year.

The following leave, if authorized and approved by the employee's Division Director, will not count against an employee's perfect attendance record:

1. Bonus days earned;
2. Vacation days accrued;
3. Jury/witness duty (in accordance with the guidelines as defined in PM-46-05, in the City of Memphis Personnel Manual Policies and Procedures);
4. Death in the family (in accordance with time allowed in the guidelines as defined in PM-4606, in the City of Memphis Personnel Manual Policies and Procedures);
5. Military leave (Reservists or National Guard members called for duty up to a maximum of fifteen (15) work days during the given calendar year);



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6. On-the-job injury authorized leave (except when the employee goes on one-half pay status); or
7. Time allowance for voting (in accordance with the guidelines as defined in PM-46-07, in the City of Memphis Personnel Manual Policies and Procedures).

Eligible employees with perfect attendance during a given calendar year will receive an award during the first quarter of the following calendar year.

The Employee Special Services, Service Center, Division of Human Resources, administers the Perfect Attendance Award Program.