



**POLICY: Quarterly Attendance Reward**

<i>Original Implementation Date:</i>	July 2022	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
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**PURPOSE:** To establish a uniform policy to reward team members with perfect attendance on a quarterly basis. Non-exempt team members who do not earn Variable Pay (VPP) or commission are eligible for this reward.

**POLICY:** Sun Health rewards team members with perfect attendance on a quarterly basis. Perfect attendance is defined as no unscheduled/unapproved time off (with the exception of Paid Sick Time) and clocking in and out on time for all scheduled shifts (unless requested otherwise).

**Policy Explanation and Compliance Guidelines:**

1. For eligible full-time (FT) team members who have perfect attendance in a quarter and a paid time off (PTO) balance less than 120 hours, Sun Health will reward these team members with 8 hours of PTO to their balance.
2. For eligible full-time (FT) team members who have perfect attendance in a quarter and a paid time off (PTO) balance of 120 hours or more, Sun Health will reward these team members with 8 hours regular pay.
3. For regular part-time (RPT) team members who have perfect attendance in a quarter and a PTO balance less than 60 hours, Sun Health will reward these team members with 4 hours of PTO to their accrued balance.
4. For RPT team members with perfect quarterly attendance and a PTO balance of 60 hours or more, Sun Health will reward these team members with 4 hours of regular pay.

**PROCEDURE:** Leaders will provide list of team members who achieved perfect attendance in a quarter prior to the 8<sup>th</sup> of the month following quarter end. This list is to be turned in to the HR representative. The PTO reward and/or monies for buy back will be reflected on the second paycheck of the month following the applicable quarter.

**RELATED POLICIES AND REFERENCES:** *Attendance Policy, Paid Sick Time, Paid Time Off: Non-Exempt (Hourly) Employees*