



Quarterly Attendance Bonus FAQs

1. Who is eligible for the quarterly attendance bonus?

Team members who are non-exempt (hourly) and are not eligible to receive VPP or commissions are eligible for the attendance bonus.

2. How do I know if my team members had perfect attendance?

This is when your documentation will truly benefit you. If you have notes regarding a team member missing work, refer to them to make this process easier. You can also utilize a Detailed Hours Report and compare it to the schedule for your team members. This report will show when people clocked in and out for their shifts. We are providing you with the **SH Quarterly Attendance Award Eligibility Tracking Report** that will use to track and report on team member attendance and eligibility for the attendance award. On this report, if someone is disqualified from the bonus because of unscheduled/unapproved time off or being late for a shift, you will mark the date of this first occurrence on the report for that team member.

3. Who do I notify if my team members are eligible for the bonus?

You will turn in the **SH Quarterly Attendance Award Eligibility Tracking Report** to your HR representative by the 8th of the month following the last day of the quarter. For example, the last day of the quarter is September 30th, so the forms are to be turned in no later than October 8th.

4. Where do I find the SH Quarterly PTO Eligibility Report?

It will be posted on the portal. [Employees.sunhealth.org/forms/](https://employees.sunhealth.org/forms/)

5. How do I know if my eligible team members will receive PTO or pay?

Please refer to the policy. The team member's status (FT or RPT) and their PTO balance determines if they will receive 4 or 8 hours of PTO or regular pay.

6. What if someone was late for a shift, but it wasn't their fault?

We understand life happens. In no way is this meant to be perceived as something negative if someone does not have perfect attendance. It is truly a celebration and a way for Sun Health to recognize and appreciate those who achieved a quarter of perfect attendance.

7. When will team members receive their first payment or PTO added to their balance?

Disbursements will be reflected on the second paycheck of each month following the end of the quarter. For the first quarter this program is active, the disbursement will be on the October 21, 2022 pay checks.