

Title:	Perfect Attendance Leave (PAL)		
Purpose:	To establish a perfect attendance leave for City employees.		
Issued by:	Labor Relations and Training Division	Date:	January 1, 2019
References:	Mayor's Directive No. 19-3 (8-12-19)		

I. POLICY

The Mayor has authorized the granting of eight (8) hours of administrative leave (one, 8-hour paid day off) to eligible employees who have perfect attendance for a calendar year. The leave shall be designated as Perfect Attendance Leave (PAL) and shall be administered in accordance with this policy.

II. PURPOSE

To encourage and recognize all eligible City and County of Honolulu employees who achieve perfect attendance during the calendar year.

III. DEFINITION

- A. Employee means any regular, probationary, limited term, provisional, short-term, or an employee in an exempt position who has been employed full-time during the entire calendar year. Individuals employed on a part-time or personal services contract basis are not eligible for PAL.
- B. Full-time means 40-hours per week or equivalent.
- C. Perfect attendance means an employee who worked all scheduled hours during the calendar year and did not use any accrued sick leave (Note: includes sick leave for doctor's appointments; see also VII. Excused Absences). Employees who were on any leave without pay, unauthorized leave, suspension, sabbatical leave, Temporary Disability Insurance (TDI) leave, leave sharing or leave pending investigation during the calendar year are not eligible for PAL.
- D. Calendar year means the first day of January through the last day of December of the same year.

IV. EMPLOYEE ELIGIBILITY

- A. Employees must be employed on a full-time basis during the entire calendar year and achieved perfect attendance to be eligible for eight (8) hours of PAL in the subsequent calendar year.

V. GUIDELINES

- A. Eligible employees must submit a request to take the eight (8) hours of PAL prior to the leave via the Application for Leave of Absence – DF88 and include the following information:

- Leave Type: Other
 - Purpose of: Perfect Attendance
 - # of Units: 8 hours (no partial increment of PAL)
 - Additional Explanation: Perfect Attendance
- B. PAL will be granted based on operational needs.
- C. PAL requests must be approved prior to taking the leave.
- D. The eight (8) hours of PAL must be taken no later than December 31st of the calendar year following the year in which it is earned. (For example, an eligible employee has perfect attendance from January 1, 2020 through December 31, 2020. The eight (8) hours of PAL must be taken during the calendar year 2021.)
- E. Employees who are scheduled to work more than an 8-hour workday must request other leaves to make up the hour(s) to be off for a full work day. (For example, if an employee is scheduled to work a nine (9) hour work day, the employee must request eight (8) hours of PAL AND one (1) hour of another type of leave.)
- F. PAL must be taken as a full day (8 hours) increment. No partial increment of PAL will be granted.
- G. Any unused PAL will not carry over to the following calendar year and shall be forfeited. Employees who terminate from employment shall not be entitled to cash payment for unused PAL.

VI. REVIEW PERIOD

- A. January 1st through December 31st of each year.

VII. EXCUSED ABSENCES

The following absences from work will not affect perfect attendance:

- a. Vacation Leave – authorized and approved by supervisor
- b. Military Leave – as determined by military leave orders in accordance with Military Leave Policy
- c. State Family Leave or Federal Family Leave (FMLA)
- d. Industrial Injury Leave
- e. Jury or Witness Duty
- f. Funeral Leave – with pay
- g. Perfect Attendance Leave (PAL)
- h. City Observed Holidays
- i. Compensatory Time Off (CTO)
- j. Administrative Leave – authorized by the Mayor
- k. Leave related to a disability and/or granted as a reasonable accommodation to a qualified employee with a disability
- l. Leave for an employee's pregnancy or related medical condition

VIII. RESPONSIBILITIES

A. Department and Agency Supervisors/Managers

1. Maintain accurate records of employees' attendance.
2. Verify employees' eligibility and full-time status during the entire previous calendar year.
3. Review employees' attendance records annually to verify employees meet the PAL criteria.
4. Approve eligible employees' requests to take PAL based on operational needs.

B. Department of Human Resources

1. Labor Relations and Training Division
 - a. Consult with the affected unions or designated representatives prior to implementation.
 - b. Provide departments and agencies with information to ensure proper implementation.
2. Director
 - a. Serve as the final arbiter of any question, disagreement, or dispute over the proper implementation, interpretation, application, or administration of this policy, including but not limited to the determination of eligibility of employees for PAL.