

## SECTION 22

### INCENTIVE DAYS

**PURPOSE:** To provide an incentive for employees to make conservative use of their sick leave privileges.

**POLICY:** Lake County shall provide additional benefits in the form of incentive or annual leave days.

#### GENERAL ADMINISTRATION:

1. All regular and management employees who have been employed from the first payroll period in each calendar year through the last day of the twenty-sixth payroll period in each calendar year shall be eligible for incentive days.
2. Following the end of the twenty-sixth payroll period of the calendar year, the eligible number of sick leave hours will be converted to annual hours based on sick leave hours used during the calendar year unless the employee specifically requests otherwise.
3. The maximum number of sick leave hours that can be converted to annual hours is shown on the following chart, less any sick leave hours used during the calendar year.
4. Sick leave hours will be converted on an hour for hour basis, with a minimum of four (4) hours to be converted. The schedule for conversion is as follows:

<u>Scheduled Work Day</u>	<u>Maximum Number of Converted Hours</u>
4.0	20.0 (minus hours used)
5.0	25.0 (minus hours used)
7.5	37.5 (minus hours used)
8.0	40.0 (minus hours used)
10.0	40.0 (minus hours used)
24.0	53.0 (minus hours used)

**NOTE:** If an employee's scheduled work day is other than the above, please contact Personnel for accurate conversion figures.

5. Any incentive days earned will be deducted from the employee's accrued sick leave balance and added to the employee's accrued annual leave balance.
6. Hours donated to the sick leave bank will not be counted as sick leave hours used by the donating employee.
7. Eligible employees who do not want to have their sick leave hours converted to annual hours shall complete the appropriate form and submit that form to payroll.