

Perfect Attendance Bonus Request Form

**TO: Lana Mayfield, Benefits Coordinator
Human Resources, Historic Union School**

Perfect Attendance Stipend: All seniority employees who are employed six (6) or more hours per day, who do not use any of their sick leave days or take a day off without pay for one (1) semester, shall be paid the sum of \$100.00 in recognition of this perfect attendance. Seniority employees who are employed less than six (6) hours per day, but more than two (2) hours per day, with perfect attendance for one (1) semester shall be paid the sum of \$50.00. This perfect attendance has to do with sick leave only and does not include the employee's two (2) business days, or the trade in of two (2) sick days to one (1) business day. The payment will be made within 30 days after the end of the semester. See page 28, Item E.

Name: _____ Building: _____

Position: _____ Voice Mail: _____

Date today: _____

Please process my Perfect Attendance Bonus for (circle):

Semester (circle): First / Second **Year:** _____

Signature: _____