

Internal Operations Manual

SUBJECT: Exceptional Performance Recognition Leave With Pay **NUMBER:** 107-04-050
DIVISION: Office of Business Administration, Personnel Section **EFFECTIVE DATE:** 12-01-03

APPROVED: 

POLICY/PURPOSE: It is the policy of the Department of Administrative Services to award up to 40 hours of Exceptional Performance Recognition leave per fiscal year to employees who do not qualify for overtime compensation but who merit being recognized for their extraordinary efforts, achievements or performance.

AUTHORITY: DAS HRMD State Policy 60.00.10.

APPLICABILITY: Classified Unrepresented, Management and Executive Service Employees of the Department of Administrative Services.

GUIDELINES:

- I. The granting authority for the Department is the Director.
- II. This policy does not apply to compensation on a time-for-time basis or for extra hours worked.

PROCEDURES:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	Division Administrator	Requests that Exceptional Performance Recognition Leave be awarded to an eligible employee. Support documentation including the numbers of hours to be granted and the reason for granting the leave is forwarded to the Director.
2.	Director	Notifies Division Administrator in writing if Exceptional Performance Recognition Leave has been awarded.
3.	Division Administrator	Notifies employee in writing that Exceptional Performance Recognition Leave has been awarded. Notification includes the number of hours granted, reason for granting the leave, fiscal year date and signature of Director. Sends copies of letter to Payroll; approves leave time for employee; assures that employee is not given more than 40 hours leave in any fiscal year.
4.	Employee	Reports this discretionary time on time sheet.
5.	Payroll	Maintains records of all approved discretionary leave.