ISSUE:
DEFINITION OF EXCELLENT TIME AND LEAVE RECORDS

In order for an employee to be considered for a meritorious salary increase, he/she must have an excellent time and leave record. The maximum number of undocumented absences charged to sick leave which will be considered as evidencing an EXCELLENT rating is two instances of absence during a 6 month time period. The six month periods which are reviewed for consideration are January - June and July - December. Time and leave records covering at least eighteen months and including 3 six month intervals must be submitted with the Merit Salary Request Form.

In exceptional circumstances, where the college has written documentation of a medical condition which may result in undocumented absences which exceed these limitations, request for consideration will be made on a case by case basis by the appropriate Merit Sub-Committee.

It is also assumed that in general any employee who is recommended for a meritorious salary increase will have a time and leave record which evidences only what is considered to be reasonable use of documented sick leave.

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Attachments Required:

1. **Time and Leave Records** covering an analysis of at least **three** completed bi-annual leave periods (January - June; July - December) plus any current time period of less than six full months. Analysis must include tabulation of undocumented and documented absences, including written information from the medical care provider.

2. **Performance Evaluation Rating Document**
   Date of Last Annual Review ______________ Rating __________
   (If last review is more than 6 months old, a new evaluation must be completed and submitted as well)
   Updated Performance Evaluation Rating __________ Date __________

3. **Justification Letter**
   Meritorious requests made by the College Personnel Director must be accompanied by a Justification letter prepared by the employee's department head which **details** specific examples of activities, actions and service behaviors which demonstrate **job performance** of a **meritorious** quality.

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approved

University Personnel Director
Personnel Policy Bulletin 3-87 has been deleted, as per Personnel Policy Bulletin 2-98 (Date: February 9, 1998).

See PPB 2-98 for details.