**Attendance Awards Policy**

**Objective**

[Company Name] values employees with perfect attendance and recognizes nonexempt employees semiannually for perfect attendance on January 1 and July 1.

**Eligibility**

To receive an attendance award, the employee must have been a full-time employee during the previous six-month period and have used no sick leave, taken no time off without pay, had no absence for disciplinary reasons, had no unscheduled late arrivals or early departures, and had no unscheduled vacation leave (less than 48 hours’ advance notice).

The following approved absences will not be counted against perfect attendance:

* Absences designated as Family and Medical Leave.
* Paid vacation or PTO in accordance with the provision above.
* Absences due to attendance at work-related activities (conferences, training, etc.).
* Bereavement Leave in accordance with company policy.
* Military Leave.

**Award**

The individual must be an active employee on the day the award is paid. The attendance award is $[amount]. This cash award is considered taxable income to the employee but will be “grossed up” to cover taxes so that the actual amount the employee realizes is $[amount]. The award will be included in the employee’s paycheck on the first regularly scheduled payday following January 1 and July 1.