



Paid Incentive Leave Award

Date: _____

Employee Name: _____ has been awarded _____ hours of paid incentive leave.

Reason(s) for award:

- The leave must be used within one year of the date granted or it will be forfeited. Unused incentive leave is not eligible for payment upon separation from city employment.
- Leave can be taken when mutually agreed upon by the supervisor and employee.
- Leave hours used will be recorded in the city’s payroll system, but shall be excluded from the calculation of overtime.

Name of Department-Authorized Representative: _____

Signature of Department-Authorized Representative: _____

A copy of this letter should be sent to the department PPA at the time the award is granted. When used, please report time as Paid Incentive Leave in the timekeeping system. A copy of this letter will be placed in the employee’s official personnel file maintained by the human resources department.