

**EMPLOYEE INFORMATION REFERENCE SHEET – ATTENANCE PROGRAM**

***Attendance Program***

***It pays to be at work! Get perfect attendance or near-perfect attendance at work and you can receive an incentive stipend!***

The Attendance Program stipend will become effective **January 9, 2023**, for the Spring semester.

The Edgewood ISD’s Perfect Attendance Program rewards employees who meet the following criteria:

- Be a full-time employee
- Complete the semester/contract year
- No more than “0”, “1”, or “2” absences in the school year

Excused absences include:

- Professional Development
- Jury Duty or Compliance with a Subpoena
- School Business
- Non-Duty Days as Described in DEC Local

**Perfect Attendance Stipend:**

- After the end of the Spring semester, all employees with “0” absences will receive their stipend (see table below) on their July paycheck.

**“Near” Perfect Attendance Stipend:**

- After the end of the Spring Semester, all employees with “1 or 2” absences will receive a stipend (see table below) on their July paycheck.

***Employees who separate before the end of their work calendar shall be ineligible.***

<b>ATTENDANCE INCENTIVE STIPEND</b>		
<b>Number of Absences</b>	<b>Spring Semester</b>	<b>Total Payout</b>
0 days	\$500	\$500
1 day	\$300	\$300
2 days	\$100	\$100