Reward and Recognition of Staff

Additional Time-Off

(Applies to Non-Bargained For Employees, Exempt & Non-Exempt)

***Objective:*** To provide reward and recognition for employees who exceed performance expectations of department management and for whom additional time off is considered a valued method of recognition.

***Best Practices***:

1. Reward/Recognition time-off may be given by supervisors who wish to recognize the performance of individual staff members or teams (or given by designated teams who have been charged with the dispersal of recognition awards, under the delegated authority of a supervisor).
2. Examples of performance which may be recognized include a staff member who displays exemplary customer service or who significantly exceeds productivity expectations. Supervisors may also want to provide reward/recognition time-off to a team that attains a specific quality, safety, or other operational goal. (This type of recognition should not be used to reward perfect attendance or as a holiday bonus.)
3. Reward/Recognition time-off may range from 15 minutes to 1 work day. Time off rewards are generally not expected to exceed 3 days per year and in no case may the total time off for a year exceed 5 days (40 hours).
4. Reward/Recognition time-off should be noted on the departmental time record for the employee, indicating number of hours granted, and clearly designated as a reward. The timekeeping code for these hours is *TOA*.
5. The employee should also receive written documentation of the recognition (see sample time-off certificate). This documentation should be attached to the department timesheet and kept on file within the department.

***Documentation Process for Supervisors:***

1. Identify achievement that is to be recognized and the individual or team that has exceeded a performance expectation or attained a performance goal.
2. Determine the appropriate amount of time-off that is to be given and prepare a certificate(s).
3. Present the certificate(s) to employee(s) and agree on the date the time will be taken (time-off must be scheduled in advance). In the ideal situation reward/recognition time-off is taken close to the time the performance occurred. Each certificate should have an expiration date.
4. For timekeeping purposes, prepare time records using the code for reward/recognition time, *TOA.*
5. Submit completed certificate(s) to the unit timekeeper, with employee timesheets, to be maintained within the department.
6. Managers should also maintain a record of reward/recognition time-off they have granted to their staff in order to monitor usage per employee, per year.

***For more information, please refer to:***

* UMHS Reward & Recognition [*http://www.med.umich.edu/mchrd/recognition/index.htm*](http://www.med.umich.edu/mchrd/recognition/index.htm)
* Building Great Places to Work [*http://www.umich.edu/~hraa/greatplaces/index.html*](http://www.umich.edu/~hraa/greatplaces/index.html)
* Additional Questions? Please contact your Human Resources Consultant.

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|  **SCHEDULED TIME-OFF CERTIFICATE** **<<Department/Unit Name HERE>>**This certificate is presented to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in recognition of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please accept this gift of \_\_\_\_\_\_\_ hours of scheduled time off, which will not be deducted from your PTO (Vacation) bank. Please complete and submit this certificate to your manager for approval. Scheduled time off must be taken prior to \_\_\_/\_\_\_/\_\_\_\_\_. |
| Date & Time Period Requested:  |
| Staff Name (print) | Staff Signature |
| Manager’s Name (print) | Manager Approval (signature)*7/2004* |

*Revision 9/14/04*