



Miami-Dade County

Bonus Day for Unions P and E Employees – Eligibility Query Job Aid (DPR and Manager)

Version 1.0

PURPOSE

This document provides DPRs and Managers instructions on running a query to confirm the eligibility of a PBA Rank and File Union E and / or PBA Supervisory Union P (Corrections and Rehabilitation business unit employees) pursuant to Article 32 of the [2023-2026 Collective Bargaining Agreement](#) between Miami Dade County and the South Florida Police Benevolent Association – Rank and File, and Supervisory Units. **As per MDC Business Process with all types of Administrative Leave: Eligibility, accrual, balance, and usage is to be tracked at the department level.**

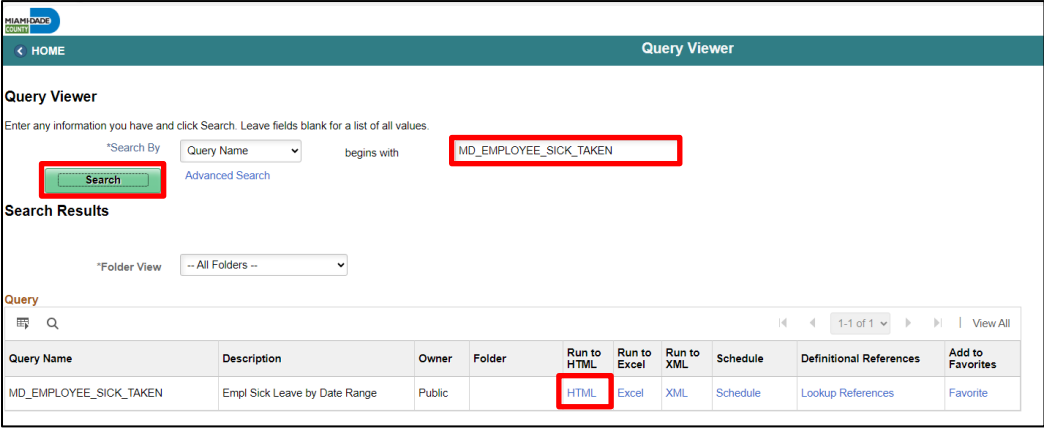
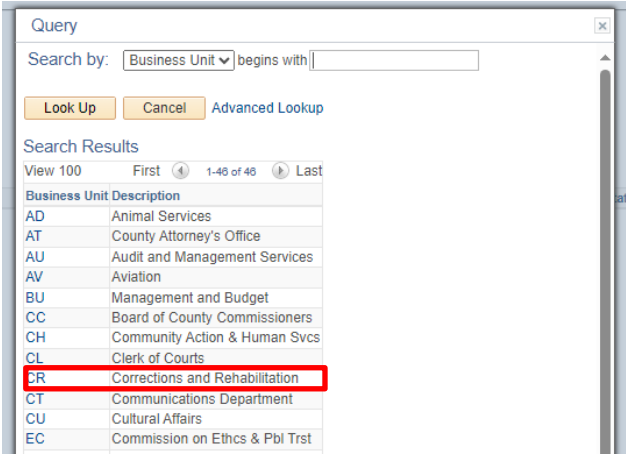
Please note the following non-exhaustive eligibility requirements. For a full list, please visit the above referenced link, pages 58-59.

1. Full-time bargaining unit members, after completing 13 pay periods where no sick leave is used, have the option of receiving a bonus day or pay (regular time). If the bonus day is selected it must be taken anytime within the next 13 pay periods. Sick Leave is considered any call-in e.g. Family/personal related emergency, etc.
2. If a bargaining unit member uses no sick leave for the next following 13 pay periods (after earning the 1st bonus day), the bargaining unit member has the option of receiving an additional two (2) bonus days or receive two regular day's pay (regular time). If bonus days are selected, they must be taken within the next 13 pay periods.
3. Upon the first full pay period following contract ratification, once the bargaining unit member receives the two (2) day bonus, they will continue to receive the two (2) day bonus until the bargaining unit member uses sick leave then the program starts over again with one (1) bonus day at the end of the next 13 pay periods.
4. The maximum number of bonus days that a bargaining unit member can earn in any continuous twelve (12) month period is four (4) bonus days.
5. Each 13 pay periods is measured from the last day the bargaining unit member used a sick leave day.

Additionally, please note the following:

- Employees must be Full-time/ Union Code = E or P/ Business Unit = CR (Corrections and Rehabilitation)
- No Partial day leave or pay requests will be processed

RUN A BONUS DAY ELIGIBILITY QUERY

Step	Action																										
1.	Navigate to: Navigator > Human Capital Management (HCM) > Reporting Tools > Query > Query Viewer																										
2.	<ul style="list-style-type: none"> • Query Name: MD_EMPLOYEE_SICK_TAKEN • Select Search • Select HTML  <p>The screenshot shows the 'Query Viewer' interface. The search criteria is 'MD_EMPLOYEE_SICK_TAKEN'. The 'Search' button is highlighted. Below, the 'Search Results' table shows the query 'MD_EMPLOYEE_SICK_TAKEN' with the 'Run to HTML' option highlighted.</p> <table border="1" data-bbox="370 930 1385 1014"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> <th>Definitional References</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>MD_EMPLOYEE_SICK_TAKEN</td> <td>Empl Sick Leave by Date Range</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	MD_EMPLOYEE_SICK_TAKEN	Empl Sick Leave by Date Range	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite						
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3.	<ul style="list-style-type: none"> • Select Business Unit: CR  <p>The screenshot shows the 'Query' dialog box. The search criteria is 'Business Unit'. The search results list shows 'CR Corrections and Rehabilitation' highlighted.</p> <table border="1" data-bbox="594 1297 894 1593"> <thead> <tr> <th>Business Unit</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>AD</td><td>Animal Services</td></tr> <tr><td>AT</td><td>County Attorney's Office</td></tr> <tr><td>AU</td><td>Audit and Management Services</td></tr> <tr><td>AV</td><td>Aviation</td></tr> <tr><td>BU</td><td>Management and Budget</td></tr> <tr><td>CC</td><td>Board of County Commissioners</td></tr> <tr><td>CH</td><td>Community Action & Human Svcs</td></tr> <tr><td>CL</td><td>Clerk of Courts</td></tr> <tr><td>CR</td><td>Corrections and Rehabilitation</td></tr> <tr><td>CT</td><td>Communications Department</td></tr> <tr><td>CU</td><td>Cultural Affairs</td></tr> <tr><td>EC</td><td>Commission on Ethics & Pbl Trst</td></tr> </tbody> </table>	Business Unit	Description	AD	Animal Services	AT	County Attorney's Office	AU	Audit and Management Services	AV	Aviation	BU	Management and Budget	CC	Board of County Commissioners	CH	Community Action & Human Svcs	CL	Clerk of Courts	CR	Corrections and Rehabilitation	CT	Communications Department	CU	Cultural Affairs	EC	Commission on Ethics & Pbl Trst
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4.	<ul style="list-style-type: none"> • Enter Date From and Date Thru. The previous six months was used in the example below • Enter Employee ID • Select View Results <div data-bbox="456 516 1312 961" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>MD_EMPLOYEE_SICK_TAKEN - Empl Sick Leave by Date Range</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <p>Business Unit <input type="text" value="CR"/> <input type="button" value="Q"/></p> <p>Dept ID <input type="text"/> <input type="button" value="Q"/></p> <p>Date From <input type="text" value="08/01/2023"/> <input type="button" value="D"/></p> <p>Date Thru <input type="text" value="02/01/2024"/> <input type="button" value="D"/></p> <p>Employee ID <input type="text" value="00209773"/> <input type="button" value="Q"/></p> <p><input type="button" value="View Results"/></p> </div> <p>Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)</p> <p>View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Row</th> <th>Business Unit</th> <th>Business Unit Descr</th> <th>Dept ID</th> <th>Dept Descr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CR</td> <td>Corrections and Rehabilitation</td> <td>CR07020200</td> <td>METRO WEST DETENTION CENTER</td> </tr> <tr> <td>2</td> <td>CR</td> <td>Corrections and Rehabilitation</td> <td>CR07020200</td> <td>METRO WEST DETENTION CENTER</td> </tr> <tr> <td>3</td> <td>CR</td> <td>Corrections and Rehabilitation</td> <td>CR07020200</td> <td>METRO WEST DETENTION CENTER</td> </tr> </tbody> </table> </div> <p>Note: Results will show if Sick Leave was taken. In the above example, the employee is ineligible for a bonus day or pay due to sick leave usage in the past 6 months. Any employee eligible for ADMCR and/or ADMPY would not return any results in the query.</p>	Row	Business Unit	Business Unit Descr	Dept ID	Dept Descr	1	CR	Corrections and Rehabilitation	CR07020200	METRO WEST DETENTION CENTER	2	CR	Corrections and Rehabilitation	CR07020200	METRO WEST DETENTION CENTER	3	CR	Corrections and Rehabilitation	CR07020200	METRO WEST DETENTION CENTER
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