



Miami-Dade County

Bonus Day for Union E and Union P Employees Working in Corrections and Rehabilitation Department Job Aid (Employee Self-Service)

Version 1.0

PURPOSE

This document provides instructions on submitting a request for a Bonus Day (Leave option) or (Pay (Option) 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.

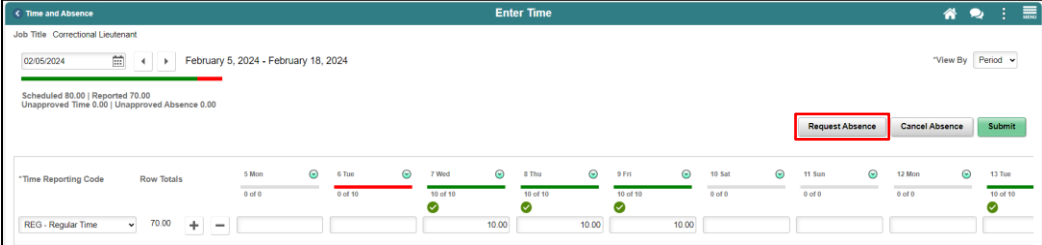
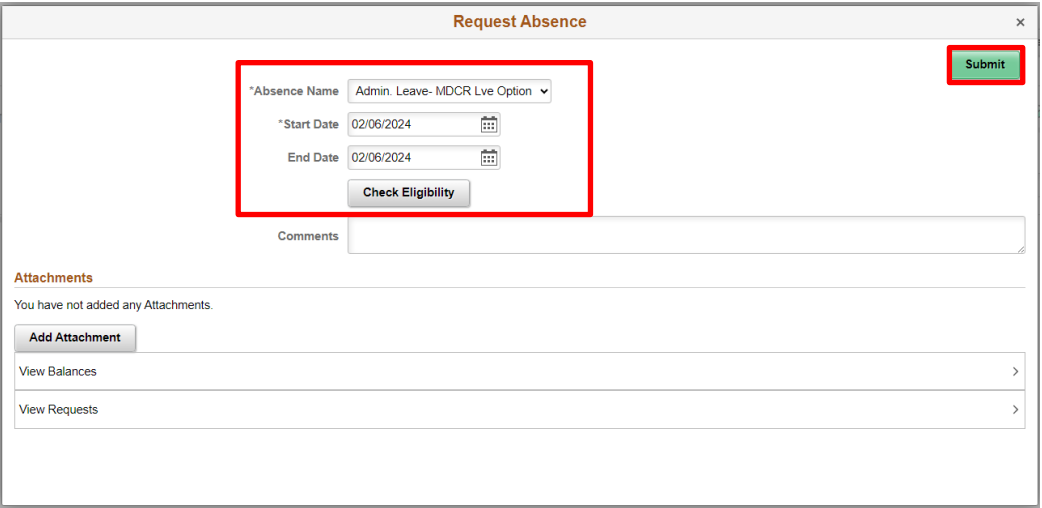
Please note the following eligibility requirements. For a full list, please visit the above referenced link, pages 58-59.

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)
- As per MDC Business Process with all types of Administrative Leave: Eligibility, accrual, balance and usage is to be tracked at the department level
- No partial day leave or pay requests will be processed
- Tracking of earned and used bonus days will be maintained by the department

SUBMIT A REQUEST FOR A BONUS DAY (LEAVE OPTION)

Step	Action
1.	Navigate to: Employee Self Service > Time and Absence > Enter Time
2.	<p>Select Request Absence</p> 
3.	<ul style="list-style-type: none"> • Select Absence Name: Select Admin Leave – MDCR Lve Option • Enter Start Date and End Date • Select Check Eligibility • Once eligibility has been confirmed, select Submit <p>Note: Bonus days must be full days, thus the Partial Days field has been removed</p>  <p>Note: Some examples of leave that would nullify eligibility for the leave and pay options are:</p> <ul style="list-style-type: none"> • Sick for Bereavement Emergency • COVID-19 Paid Sick Leave • Emergency Sick Leave • Sick Pool Used • Sick Leave - Injury • Sick Leave

SUBMIT A REQUEST FOR BONUS DAY (PAY OPTION)

Step	Action
1.	Navigate to: Employee Self Service > Time and Absence > Enter Time
2.	<ul style="list-style-type: none"> • Select the Time Reporting Code: Select ADMPY – Admin Leave – MDCR Pay Option • Enter amount of hours of a full shift. Partial hours will not be paid. • Select Submit <p>Note: as a reminder, only full shifts should be entered. Partial days will not be paid.</p> 