Miami-Dade County

Enter a Bonus Day on Behalf of Union E and Union P Employees Working in Corrections and Rehabilitation Department Job Aid (Manager Self-Service)

INFORMS Job Aid: Enter Bonus Day on Behalf of a Union E and
Union P Employee in Corrections and Rehabilitation Dept. (MSS)

informs

PURPOSE

The purpose of this job aid is to provide instructions to managers on submitting a request for a Bonus Day (admin leave) or Pay (regular time) on behalf a PBA Rank and File Union E and / or PBA Supervisory Union P (Corrections and Rehabilitation business unit employees) employee 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**.
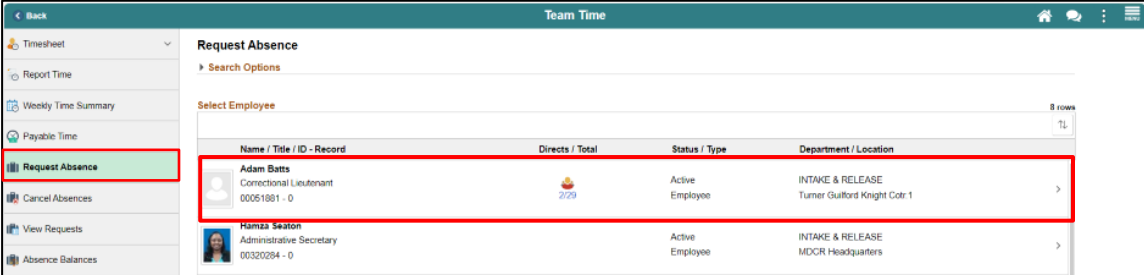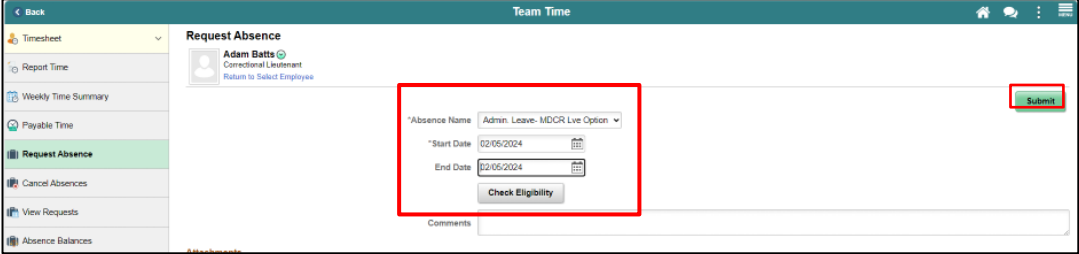
Please note the following non-exhaustive eligibility requirements. For a full list, please visit the above referenced link, pages 58-59.

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.
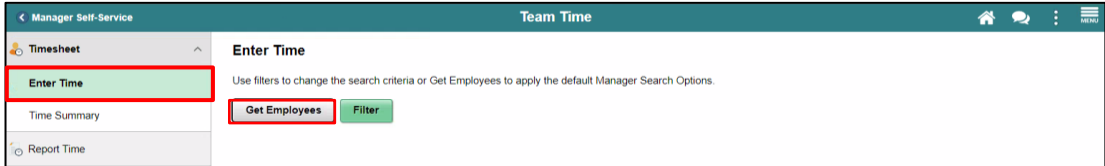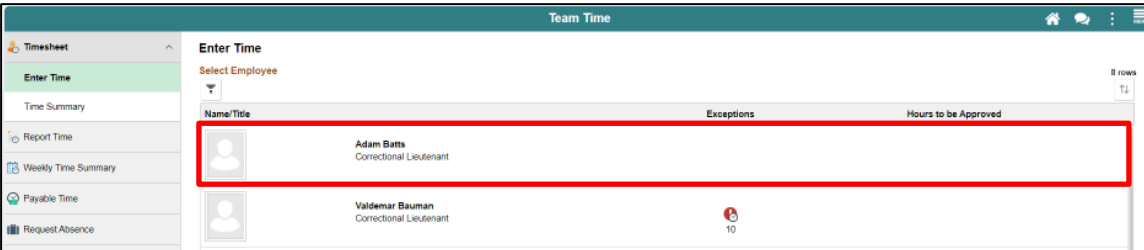
Additionally, please note the following:
*   Employees must be Full-time/ Union Code = E or P/ Business Unit = CR (Corrections and Rehabilitation)
*   No Partial day leave or pay requests will be processed
*   Managers and DPRs need to be aware that if the ADMPY – Admin Leave – MDCR Pay Option was entered with partial hours, a **Low Exception** will appear. This low exception will **block payable time** from processing for entries on that day

SUBMIT A REQUEST FOR A BONUS DAY (LEAVE OPTION)

Step	Action
1.	Navigate to: **Manager Self-Service > Team Time** **Note:** Prior to submitting a request for a bonus day, ensure that the employee is eligible by running the following query: **MD_EMPLOYEE_SICK_TAKEN.** Please refer to the **Bonus Day for Unions P and E Employees - Eligibility Query Job Aid** for instructions on running this query. Some examples of leave that would nullify eligibility for the bonus day option are: • Sick for Bereavement Emergency • COVID-19 Paid Sick Leave • Emergency Sick Leave • Sick Pool Used • Sick Leave – Injury • Sick Leave
2.	Under **Timesheet** pane, select **Request Absence**, then select the employee
3.	• 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** **Note:** Bonus days must be full shifts, thus the Partial Days field has been removed

SUBMIT A REQUEST FOR BONUS DAY (PAY OPTION)

Step	Action
1.	Navigate to: **Manager Self-Service > Team Time** **Note:** Prior to submitting a request for pay, ensure that the employee is eligible by running the following query: **MD_EMPLOYEE_SICK_TAKEN.** Please refer to the **Bonus Day for Unions P and E Employees - Eligibility Query Job Aid** for instructions on running this query. Some examples of leave that would nullify eligibility for the pay option are: • Sick for Bereavement Emergency • COVID-19 Paid Sick Leave • Emergency Sick Leave • Sick Pool Used • Sick Leave – Injury • Sick Leave
2.	Under **Timesheet** pane, select **Enter Time**, then select the **Get Employees** button.
3.	Select the employee to open the employee's timesheet.
4.	• 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** **Note**: as a reminder, only full shifts should be entered. Partial days will not be paid.