

**Edna ISD**  
**Attendance Incentive Pay**  
**2023-2024**

Edna ISD provides a one-time incentive payment for attendance. This payment will be based upon the employees leave days used as follows:

0 Days Absent -	\$400
1 Day Absent -	\$300
2 Days Absent -	\$200
3 Days Absent -	\$100

Leave days used will be calculated using Employee's Absence from Duty Reports. All leave days will be used to calculate absences with the exception of School Business and Jury Duty only.

To calculate leave days used the Academic calendar will be used for the school year. Leave days will be pulled on May 31, 2023. One-time incentive payment will be made in the June 2023 payroll.

Half day absences will be rounded up to the next whole number.

Part time employee who meet the above absences will receive a prorated amount of the incentive based upon their daily hours worked.

Administrators are not eligible for the incentive pay.

Incentive payment will not use your leave days. Your unused leave days will still roll forward into the next school year.

Employees who leave the District before their contract end date are not eligible for the incentive payment.

**Failure to turn in Absence from Duty Forms and failure to report missed days will result in disqualification of the above incentive pay.**