

Awarding Merit Leave

Merit Leave Criteria:

- Achieving/exceeding outcomes
- Achieving/exceeding financial goals
- Achieving/exceeding unit goals in a team context
- Demonstrating leadership in the workplace
- Achievements in area of innovation
- Achievements in area of customer service
- Achievements in area of interdepartmental cooperation

Performance Rating Scale:

Level 3:

Performance is consistently beyond expectations on every targeted objective outcome and competency. Outstanding contribution to the Unit beyond the general scope of the job.

Level 2:

Performance meets and regularly and substantively exceeds targeted objective outcomes and competencies of the job.

Level 1:

Performance consistently achieves the targeted objective outcomes and competencies for all areas of the job. Demonstrates successful performance on targeted objectives.

Level 0:

Performance is not fully meeting targeted objective outcomes and competencies. Inadequate performance demonstrates one or more performance deficiencies critical to job performance.

Performance Rating Scale	Merit Days/Award	Employee Award
Level 3	5-6	
Level 2	3-4	
Level 1	1-2	
Level 0	0	

This report is based on my best judgment of _____ job performance.
Employee Name

Supervisor

Date

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