



Administrative Offices  
383 Broadway, Suite B010  
Fort Edward, NY 12828  
Phone: 518.746.2390  
Fax: 518.746.2389

[www.leapservices.org](http://www.leapservices.org)

Career & Family Services  
Phone: 518.746.2391  
Fax: 518.746.2392

Head Start/Early Head Start  
Phone: 518.747.2816  
Fax: 518.747.8445

## Retention Bonus Procedure

### Purpose and Objective

The purpose of the Retention Bonus procedure is to outline the requirements and responsibilities involved with (of both L.E.A.P. management and the employee), the timing of payment(s) of, the factors in determining the appropriate amount of, and the implementation of the retention bonus. The retention bonus is a non-recurring and non-accumulating sum of money which is paid to an employee with the sole objective of incentivizing the employee who is receiving the bonus to continue employment at L.E.A.P. The retention bonus is subject to state and federal taxes.

### Eligibility

The bestowing of the retention bonus upon the employee from L.E.A.P. is contingent upon the following eligibility factors:

1. Employees must have been employed prior to 8/9/2021
2. Employees must be still employed (active status) at the time of the distribution of the retention bonus.
3. Employee would not be eligible if still employed but a notice of resignation or retirement has been given
4. Subcontractors and/or independent consultant(s) are not eligible to receive retention bonuses.

### Responsibilities of the Employee

Upon the determination of the retention bonus and eligible employees, after the communication of such to eligible employees, and prior to the payment of the retention bonus, the employee is responsible for the following:

1. The employee is responsible for agreeing to and signing a written agreement between the employee and L.E.A.P. and assure understanding of and agreement to the stipulations in the agreement:

Before communication of the retention bonus to the eligible employees, the payment terms and payment amounts will be reviewed by the Executive Director, Finance Director and the HR Director who will make the final determination of the bonuses to be granted and in what amounts, as well as the determination of the payment date.

### Implementation

The amount of the retention bonus will not exceed one weeks pay for the corresponding job title.



## Retention Bonus Agreement

[DATE]

{NAME}

Dear [EMPLOYEE NAME]:

We consider your continued service and dedication to L.E.A.P. essential to our agency.

In recognition of your continued service with L.E.A.P., we are offering you a retention bonus in the amount of [AMOUNT].

If you are eligible to receive the Retention Bonus and sign, date and return this letter agreement to the Human Resources Manager/Director within five (5) days of receiving this letter agreement, it will be paid to you on the next regularly scheduled pay date.

This Retention Bonus is taxable, and all regular payroll taxes will be withheld.

Employee name (please print): \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_