

Bonus Request

Please complete and submit to the applicable DH for review. Approval dependent on validity of request and paperwork completion. Approved bonuses will be included in the employee's paycheck on the payday following the approval.

I, _____ (Employee's name) request the following bonus:

(\$25) Successfully getting 4 direct referrals for:

(Customer)

(Customer)

(Customer)

(Customer)

(\$25) _____ Successful presentation to _____
(Customer)

(\$30) _____ Successful job placement for _____
(Customer)

(\$30) _____ 30 days on the job for _____
(Customer)

(\$50) _____ Stability reached for _____
(Customer)

(\$75) _____ Successful closure obtained for _____
(Customer)

(\$30) _____ Direct referral of a STEP participant _____
(Customer)

Employee Signature

Date

This section is to be completed by Department Head for validity of request and assurance of paperwork completion.

Tick one: *Approved* *Denied* *Notes:* _____

Signature: _____

This section is to be completed by Executive Director

Paid on: _____

Check# _____