POLICY NUMBER:

APM- 1- 92

DATE:

9/1/15

ISSUED BY:

Daniel J. Alfonso
City Manager/Designee

SIGNATURE

CITY OF MIAMI

ADMINISTRATIVE POLICY

REVISIONS

REVISED SECTION	DATE OF REVISION
Created	02/20/92
Revised	08/19/02
Revised	01/20/15
Revised	09/01/15

SUBJECT: **DONATION OF LEAVE TIME**

Purpose

To establish procedures for allowing City employees to donate leave time to other City employees.

This Administrative Policy supersedes all previous directives on this subject.

Procedures

Donation of Leave Time

1. In those instances where a permanent full-time employee or an employee's family member, as defined by the Family Medical Leave Act, is affected by a serious non job related illness or injury which causes the total depletion of their sick leave, vacation leave, and compensatory leave, City employees may donate vacation and/or compensatory leave to the affected employee's time bank.

    i. The above criteria also applies to employees during the workers' compensation holding period or upon denial of workers' compensation benefits.

    ii. The affected employee shall have the option to decide whether donations are elicited from only the department in which they work or citywide.

2. To receive a donation of time, the requesting employee must have full-time permanent status and have a minimum of twelve (12) months creditable service with the City.

3. The time being donated will be prorated according to the following formula:

   ~~Hourly rate of donor * the number of hours donated ÷ the~~ hourly rate of the recipient = the number of hours credited to the recipient.

4. The maximum number of hours permitted for donation shall be determined by the Director of Human Resources or designee on a case-by-case basis.

5. In order to effectuate a donation of time, the department shall complete the attached form entitled "Donation of Hours Request" and submit same to the Division of Labor Relations for approval.

6. All donated leave time is **non-refundable**.

City of Miami

DONATION OF LEAVE TIME REQUEST

REFERENCE: City of Miami Administrative Policy No. 1-92

OVERVIEW

The City of Miami allows for a Donation of Leave Time to give employees a chance to offer assistance in the form of donated leave time to fellow colleagues, in accordance with APM 1-92. While the policy establishes a mechanism for leave transfers, participation is entirely voluntary. Please note that donation of sick time is not applicable.

EMPLOYEE DATA

1. Name of employee making request to donate hours:	2. Title
3. Department	4. Division: (if applicable)
5. Employee ID No.:	6. Hourly Rate of Pay:

DONATION OF HOURS

7. ☐ I am requesting approval to donate leave time as indicated to the employee designated below.

8. Name of employee to receive donation:	9. Title
10. Department	11. Division: (if applicable)
12. Employee ID No.:	13. Hourly Rate of Pay:

14. Type and Number of hours to be donated — ☐ Comp. Time (Earned) _____ Hours; ☐ Vacation Time _____ Hours

15. Total Number of Hours to be Received:

16. PRORATION FORMULA

$ _____ x _____ / $ _____ = _____ hrs to be credited in box 15

hrly rate #6 | # hrs donated | hrly rate #13

17. Reason for Donation:

18. * I agree to donate said hours to referenced fellow employee in accordance with the provisions of APM1-92. I understand that this option is irrevocable.

_____ Donating Employee Signature

_____ Date

☐ Approved
☐ Disapproved

_____ Donating Employee's Department Director / Designee

_____ Date

☐ Approved
☐ Disapproved

_____ Labor Relations

_____ Date

FINANCE (PAYROLL) USE ONLY

Payroll Date Processed: _____

Processed By: _____