

POLICY NUMBER:

APM-3-02

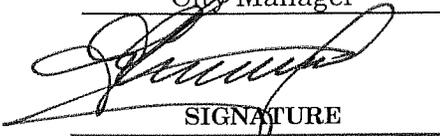
DATE:

May 15, 2002

ISSUED BY:

Carlos A. Gimenez

City Manager


SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED SECTION

Created

DATE OF REVISION

04/02/02

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SUBJECT: FLORIDA DISASTER VOLUNTEER LEAVE ACT

PURPOSE: To provide a policy and procedure granting administrative leave to those certified volunteer employees who provide service relating to a disaster occurring within the State of Florida boundaries and/or when authorized within the boundaries of the United States.

Effective this date, this administrative policy supersedes all previous directives on this subject.

The Policy will be as Follows:

I DEFINITION

A Disaster – Includes disasters designated at Level II and above in the American National Red Cross regulations and procedures.

II LEAVE OF ABSENCE

A Any City of Miami employee who is a certified disaster service volunteer of the American Red Cross may be granted a leave of absence with pay for not more than fifteen (15) working days in any twelve (12) month period to participate in specialized disaster relief services for the American Red Cross.

B Upon the request of the American Red Cross and with the City Manager's approval, an employee may be granted a leave of absence with pay. This designated leave time will be coded as administrative leave.

C An employee granted a leave of absence with pay for this purpose shall not be deemed to be an employee of the State for purposes of workers' compensation.

D Leave may be granted only for services related to a disaster occurring within the boundaries of the State of Florida, except that, with the approval of the City Manager, leave may be granted for services in response to a disaster occurring within the boundaries of the United States.