

**POLICY NUMBER:**

**APM- 3 - 82**

DATE:

November 15, 2001

ISSUED BY:

**Carlos A. Gimenez**

City Manager

  
SIGNATURE

# CITY OF MIAMI



**ADMINISTRATIVE POLICY**

**REVISIONS**

<b><u>REVISED SECTION</u></b>	<b><u>DATE OF REVISION</u></b>
Created	10/05/82
Revised	09/09/89
Revised	07/22/92
Revised	10/04/01

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**SUBJECT: COMMENDATION PAID LEAVE/ADVANCED VACATION LEAVE**

**PURPOSE:** To establish procedures for obtaining approval for the use of Commendation Paid Leave and Advanced Vacation leave by City employees.

**THE POLICY WILL BE AS FOLLOWS:**

Effective this date, this Administrative Policy supersedes all previous directives on this subject.

**I COMMENDATION PAID LEAVE**

- A** As provided in city labor agreements, and in accordance with this APM, employees may be recommended for up to 40 hours of commendation paid leave by their department Director. Commendation paid leave is provided for an employee's performance which is of an exemplary of heroic nature.
- B** In such a case, the Department Director shall complete the attached form entitled "Recommendation for Commendation Paid Leave" for the City manager's signature through the Labor relations Office.

**II ADVANCED VACATION LEAVE**

- A** On occasion permanent full-time employees may request the use of accrued vacation leave which has been earned but not yet credited to their bank. Vacation leave not yet earned cannot be advanced.
- B** Such requests shall only be approved for extraordinary circumstances and not on a routine basis. In order for such requests to be approved, the attached form entitled "Advance of Vacation Time/Donation of Hours Request" shall be completed and approved by the Department director and submitted to the Office of Labor relations for approval. The form is to specify the amount of vacation time to be advanced and the reason for the advance.
- C** Employees who have not completed six (6) months of continuous service may not request advanced vacation.