

POLICY NUMBER:

APM- 1 - 92

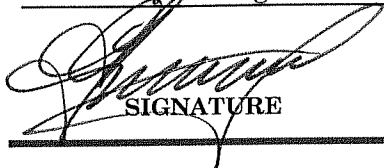
DATE:

August 27, 2002

ISSUED BY:

Carlos A. Gimenez

City Manager


SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED SECTION

Created
Revised

DATE OF REVISION

02/20/92
08/19/02

SUBJECT: DONATION OF LEAVE TIME

PURPOSE: To establish procedures for allowing City employees to donate leave time to other City employees for various reasons.

THIS POLICY WILL BE AS FOLLOWS:

This Administrative Policy supersedes all previous directives on this subject.

I Donation of Leave Time - For Serious Illness

- A In those instances where a permanent full-time employee is affected by a serious non-job related illness or injury which causes the total depletion of their sick leave, vacation leave, compensatory leave, and earned personal leave, City employees within the department of the affected employee may donate vacation, compensatory leave and/or earned personal leave to the affected employee's time bank.
- B If the time being donated is less than the hourly rate of the affected employee, it will be prorated according to the following formula:
 1. Hourly rate of donor times the number of hour donated = divided by the
 2. Hourly rate of employee receiving donation = Equals the number of Hours credited
- C Donations of time which is greater than the hourly rate of the affected employee will not be prorated.
- D Donation of leave time from other City departments will only be allowed upon extraordinary circumstances as determined by the Labor Relations Officer.
- E All donated leave time is non-refundable.

II Donation of Leave Time - Other Than Serious Illness

- A In those instances where a full-time employee wishes to donate leave time to another full-time permanent employee, for a reason other than illness, the following shall apply:
- B The employee receiving donated time must use the donated time in conjunction with available leave balances such that all leave time will be depleted, excluding sick leave, unless such available leave balances are already depleted.
- C The donation of time must come from the donor's vacation, compensatory leave and/or earned personal leave bank.
- D The time being donated must be at a rate of pay equal to or more than the hourly rate of the employee receiving the donation.
- E In order to receive a donation of time the employee must be full-time permanent and have a minimum of 12 months creditable service with the City.
- F The employee donating time will be allowed to donate a maximum of forty (40) hours per calendar year.
- G The employee receiving donated time will be allowed to receive a maximum of eighty (80) hours per calendar year. Usage of such time will be allowed subject to the needs of the City.
- H All donated leave time for purposes other than illness is non-refundable.

III Miscellaneous

- A Donation of leave time does not in any way negate an employee's responsibility to reduce vacation to the employee's required carryover amount nor does it negate usage requirements as set forth in Civil Service Rules, labor contracts and APM-2-87.

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