

POLICY NUMBER:**APM- 1- 92**

DATE:

10/21/2021

ISSUED BY:

Arthur Noriega, V
City Manager/Designee


SIGNATURE**CITY OF
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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, sick 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**.
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