Memorandum

MIAMI-DADE COUNTY

Date: April 6, 2010

Agenda Item No. 14(A)(3)

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Amending the County's Leave Manual to Increase Bereavement Leave and Emergency Bereavement Leave from Three Days to Five Days

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Recommendation
It is recommended that the Board of County Commissioners (Board) approve the attached resolution to amend the County Leave Manual increasing bereavement leave and emergency bereavement leave from three days to five days for all County employees.

Scope
The impact of this agenda item is countywide.

Fiscal Impact/Funding Source
The fiscal impact of implementation of the change in bereavement leave and emergency bereavement leave is difficult to quantify because it is determined by the number of eligible events per year. It is anticipated that the net impact will be negligible.

Track Record/Monitor
The Human Resources Department monitors and oversees administration of the County Leave Manual.

Background
On May 9, 2006, the Board approved changes to the County's Leave Manual in regard to bereavement leave and emergency bereavement leave, eliminating the requirement of attendance at a funeral. It was recognized that a large number of County employees have immediate family members in other countries, sometimes making it difficult to attend funeral services within the three days currently afforded for such leave. That change did not fully address the issues that arise when funeral services are held out of the immediate area and require lengthier travel. To more adequately address this issue, the County has agreed in negotiations with both the PBA and TWU to extend bereavement leave and emergency bereavement leave from three days to five days. This resolution provides that the additional two days of bereavement leave and emergency bereavement leave be afforded all County employees, and that the County Leave Manual be amended to reflect these changes.

Bereavement leave provides leave with pay in the event of a death in the employee's immediate family. Immediate family is defined as spouse, children, stepchildren, mother, father, stepmother, stepfather, sister, brother, stepsister, stepbrother, grandmother, grandfather, grandchildren, registered domestic partner, child or parent of a registered partner, or upon proof, any person in the general family whose ties would normally be considered immediate family and living within the same household. Emergency bereavement leave provides for the use of sick leave in the event of the death of an employee's mother-in-law or father-in-law.

Assistant County Manager

MEMORANDUM

(Revised)

TO: Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners

DATE: April 6, 2010

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 14(A)(3)

Please note any items checked.

_____ **"3-Day Rule" for committees applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

✓ **No committee review**

_____ **Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) to approve**

_____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

2

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 14(A)(3)
4-6-10

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDMENT TO COUNTY LEAVE MANUAL INCREASING BEREAVEMENT LEAVE AND EMERGENCY BEREAVEMENT LEAVE FROM THREE DAYS TO FIVE DAYS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying companion memorandum as it relates to the increase of bereavement leave and emergency bereavement leave from three days to five days, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the Miami-Dade County Leave Manual shall be amended to increase bereavement leave and emergency bereavement leave from three days to five days, as set forth in the attached sections.

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman
Jose "Pepe" Diaz, Vice-Chairman

Bruno A. Barreiro	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

3

The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of April, 2010. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as
to form and legal sufficiency.

By:_____
Deputy Clerk

Lee Kraftchick

11.05.01 [[~~Three~~]] >>Five<< work days of bereavement leave shall be granted when authorized.

11.05.02 Absences in addition to the [[~~three~~]] >>five<< work days' bereavement leave may be charged to sick or annual leave. (See Sick Leave: Authorized Use, section 02.05.02c)

11.05.03 More than one period of bereavement leave may be granted in a year.

		No. 11.06.00
SUBJECT BEREAVEMENT LEAVE: BENEFITS AMOUNT	**LEAVE CODE** F	**DATE ISSUED** **3/3/1987**

11.06.01 Bereavement leave provides pay for [[~~three (3)~~]] >>five (5)<< work days or the equivalent number of regularly scheduled hours for the employee.

11.06.02 Bereavement leave is not charged to any accrued leave.

12.05.01 [[~~Three (3)~~]] >>Five (5)<< work days of emergency bereavement leave shall be granted when authorized.

12.05.02 Absences in addition to the [[~~three (3)~~]] >>five (5)<< days emergency bereavement leave may be charged to annual leave.

12.05.03 More than one period of emergency bereavement leave may be granted in a year.

12.06.01 Emergency bereavement leave provides pay for [[~~three (3)~~]] >>five (5)<< work days or the equivalent number of regularly scheduled hours for that employee.

12.06.02 Emergency bereavement leave is charged to sick leave if available. When calculating the sick leave conversion (See Sick Leave: Conversion, section 02.07.00), emergency bereavement leave is not charged to the first forty-eight (48) hours of sick leave if a balance prior to conversion is available.