

Date: April 6, 2010

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

Agenda Item No. 14(A)(3)

Resolution No. R-326-10



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

Approved  Mayor
Veto _____
Override _____

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

RESOLUTION NO. R-326-10

**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 **Barbara J. Jordan** who moved its adoption. The motion was seconded by Commissioner **Audrey M. Edmonson** and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman	aye		
Jose "Pepe" Diaz, Vice-Chairman	aye		
Bruno A. Barreiro	absent	Audrey M. Edmonson	aye
Carlos A. Gimenez	aye	Sally A. Heyman	aye
Barbara J. Jordan	aye	Joe A. Martinez	aye
Dorrian D. Rolle	aye	Natacha Seijas	aye
Katy Sorenson	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	aye		

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.

A handwritten signature in black ink, appearing to read "L. Kraftchick", is written over a horizontal line.

By: **DIANE COLLINS**
Deputy Clerk

Lee Kraftchick



LEAVE MANUAL

		No. 11.05.00
SUBJECT BEREAVEMENT LEAVE: BENEFITS PERIOD	LEAVE CODE F	DATE ISSUED 3/3/1987

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.

5



SUBJECT BEREAVEMENT LEAVE: BENEFITS AMOUNT	LEAVE CODE F	No. 11.06.00 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.

6



LEAVE MANUAL

SUBJECT EMERGENCY BEREAVEMENT LEAVE: BENEFITS PERIOD	LEAVE CODE FE	No. 12.05.00 DATE ISSUED 3/3/1987
---	------------------	--

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.



LEAVE MANUAL

SUBJECT EMERGENCY BEREAVEMENT LEAVE: BENEFITS AMOUNT	LEAVE CODE FE	No. 12.06.00 DATE ISSUED 3/3/1987
---	------------------	--

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.

8