

Memorandum



Date: October 11, 2016

To: Department Directors

From: Carlos A. Gimenez
Mayor

A handwritten signature in cursive script, appearing to read "Carlos A. Gimenez".

Subject: Leave Donations to Assist in Hurricane Matthew Relief Efforts

The aftermath of Hurricane Matthew in Haiti and the Bahamas is tragic, and our hearts go out to the victims, their families, and Miami-Dade's Haitian and Bahamian communities. The hurricane has caused hundreds of casualties and widespread devastation. It is crucial that we target our efforts to meet the specific needs of those directly impacted.

The Board of County Commissioners adopted a resolution on October 5, 2016 sponsored by Chairman Jean Monestime and co-sponsored by the remainder of the Board that authorizes employees to donate leave time to the County's Emergency Disaster Relief Fund for Hurricane Matthew Relief Efforts.

The Human Resources Department has prepared the attached form to authorize annual or holiday leave contribution to aid in the Hurricane Relief and Recovery efforts. Employees will be permitted to donate annual or holiday leave hours for this cause.

Leave donations will be handled by Human Resources via time entries and will be accepted until the \$250,000 maximum limit is reached, or after the completion of two (2) or more pay periods. Once processed, the employee's appropriate leave balance will be reduced by the number of hours donated.

I want thank the County family for their generosity at this time of need for our neighbors in Haiti and the Bahamas. Should you have any questions about our relief efforts and the donation process, please contact Arlene Cuellar, Director, Human Resources Department, at 305-375-1589.

Attachment

c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Abigail Price-Williams, County Attorney
Office of the Mayor Senior Staff
Department Personnel Representatives
Neil Singh, Interim Commission Auditor



MIAMI-DADE COUNTY
LEAVE POOL DONATION FORM
EMERGENCY DISASTER RELIEF FUND
HURRICANE MATTHEW

Name: _____ Employee ID: _____

BACKGROUND

The Board of County Commissioners has adopted Resolution No. R-923-16 authorizing the County Mayor to allow County employees to contribute the value of accrued annual or holiday leave time to provide assistance to the Emergency Disaster Relief Fund – Hurricane Matthew. A maximum amount of \$250,000 will be accepted.

AUTHORIZATION

I am authorizing the deduction of the following leave hours in order to contribute to the Hurricane Matthew Relief efforts. I understand that this donation and the corresponding financial transactions are irrevocable and requests to rescind this donation will be denied.

	Number of Hours
Annual Hours	
Holiday Hours	

According to IRS Reg. Sec. 1.170A-1, the total NET donation amount (after taxes) may be deducted as a charitable contribution, as applicable, for federal income tax purposes for tax year 2016, which is the year the contribution was actually paid. Let it be known that no goods or services were provided by this organization in return for the contribution.

Employee's Signature

Date

This form should be used only for employees who do not use the employee self-service model for ePARs (timekeeper model).

Miami-Dade Fire Rescue should record their donations on a late change form and submit to Payroll and Information Management Division, Human Resources for processing.