

Memorandum



Date: November 21, 2012

To: Honorable Vice Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Leave Donations to Assist the Victims of Hurricane Sandy

At its meeting of November 8, 2012, the Board of County Commissioners (Board) adopted Resolution R-977-12, which authorized employees to contribute the value of accrued annual or holiday leave to provide donations to the County's Emergency Disaster Relief Fund for the victims of Hurricane Sandy in the eastern U.S.

The attached form is being made available for employees to authorize annual or holiday leave contributions. Leave donations will be coordinated between departments and the Internal Services Department - Human Resources Division. Once the transactions are processed, the employee's appropriate leave balance will be reduced by the number of hours donated. These leave donations are irrevocable, and County employees will be advised that no late changes requesting to rescind leave donations will be accepted. Further, in accordance with IRS Notice 2012-69, employees will be advised that their donations will not be taxed as income nor are they eligible for consideration as a charitable tax deduction. There will be a report sent to each department showing which employees donated.

Should you have any questions, please contact Mary Lou Rizzo, Internal Services Department Assistant Director, at (305) 375-1589.

Attachment
Rescind

c: R.A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Department Directors
Departmental Personnel Representatives
Charles Anderson, Commission Auditor



**LEAVE DONATION AUTHORIZATION FORM
HURRICANE SANDY**

Name: _____ Employee ID: _____

BACKGROUND

The eastern United States was severely impacted by the ravages of Hurricane Sandy. On November 8, 2012, the Board of County Commissioners adopted Resolution R-977-12, which authorizes annual or holiday leave contributions from County employees to assist the victims of Hurricane Sandy. The cumulative maximum donation is \$250,000. Once the cap is reached, no more donations will be accepted.

AUTHORIZATION

I am authorizing the deduction of the following hours of annual or holiday leave to contribute to Hurricane Sandy Relief efforts:

Annual Hours	Holiday Hours

I understand that these leave donations are irrevocable once processed. Furthermore and in accordance with IRS Notice 2012-69, I acknowledge that these leave donations will not be taxed as income nor are they eligible for consideration as a charitable tax deduction.

Employee's Signature

Date

IMPORTANT NOTICE FOR DPRs

Donated time shall be recorded in accordance with time reporting procedures (ePARs or PARs). This form should NOT be forwarded to the Internal Services Department-Human Resources-Payroll and Information Management (PIM) and may be maintained with your departmental payroll records.