

# Memorandum



**Date:** April 18, 2013

**To:** Honorable Carlos Lopez-Cantera, Property Appraiser  
Office of the Property Appraiser

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Leave Transfer for Employees

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This memorandum is in response to your request to Internal Services Director, Lester Sola, to transfer the leave balances for two former State of Florida employees in your office, Lourdes Gonzalez and Christopher Wills

The County Attorney's Office has advised us that it would require a resolution by the Board of County Commissioners to grant your office the authority to credit these employees with leave accumulated while working for the State of Florida. The Code of Miami-Dade County states, "The salaries, compensation, and benefits of all Office of the County Appraiser employees shall be fixed by the County Commission upon recommendation of the Property Appraiser, subject to the provisions of any applicable collective bargaining agreement."

However, as County employees, they will begin to earn leave (both Annual and Sick leave) and will accrue a total of 80 hours of Annual leave and 96 hours of Sick leave upon the completion of 26 pay periods (one year). Additionally, per the Miami-Dade Leave Manual, you have the discretion of granting Administrative Leave (time off with pay) to your employees for various reasons. The Miami-Dade County Leave Manual, Section 17.03.02 (attached) has a list of reasons where it is appropriate to grant such leave.

Should you have any questions, please contact me or Arleene Cuellar, Acting Assistant Director for Human Resources, at (305) 375-1589.

Attachment

c: Lester Sola, Director, Internal Services Department  
Lee Kraftchik, County Attorney's Office  
Lazaro Solis, Deputy Property Appraiser, Office of the Property Appraiser  
Jaime Martinez, PA Administration Manager, Office of the Property Appraiser  
Charalambos Flevaris, PA Project Administrator, Office of the Property Appraiser  
Arleene Cuellar, Acting Assistant Director, Internal Services Department



**LEAVE MANUAL**

SUBJECT		No. 17.03.00
ADMINISTRATIVE LEAVE: AUTHORIZED USE	LEAVE CODE AD	DATE ISSUED/REVISED 3/8/2002

- 17.03.01 Administrative leave must be authorized by the department director.
- 17.03.02 Administrative leave may be granted only for the following purposes:
  - a) To apply for County positions, take County civil service exams, appear for interviews in County departments or receive counseling from the Recruitment, Compensation and Testing Division.
  - b) To grant time off with pay for job basis employees who have worked in excess of their normal work schedule. However, this is discretionary on the part of the department director, and administrative leave is not "earned" on an hour for hour basis.
  - c) To authorize the paid absence of an employee for the good of the County service, where any such absence exceeding one work day is approved by the department director. Examples of this use of administrative leave are granting an employee reasonable time off to vote not to exceed one hour if the employee is a registered voter in the jurisdiction holding an election or granting time off to attend the funeral of a fellow employee.
  - d) To permit time off with pay for non-essential employees during extreme weather or other emergency situations, as authorized by the County Manager.
  - e) To permit employees to take the citizenship qualification examination given by the Department of Homeland Security to become a United States citizen and to permit them to appear for the final hearing in the citizenship process.
  - f) To take physical examinations as required by the County.
  - g) To pollworkers and election support personnel in accordance with Administrative Order 4-76.
  - h) Up to three (3) hours of administrative leave may be granted for the initial evaluation session under the Employee Support Services.
  - i) An employee who is a member of the Florida National Guard shall, upon presentation of a copy of official orders issued pursuant to Florida statutes, be granted administrative leave for the time the employee is ordered to active state service by the Governor of Florida. Such leave will not exceed thirty (30) calendar days at any time.