

Memorandum



Date: June 11, 2014

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Special Leave Pool for Vincent Williams, Sr.

At its meeting on June 3, 2014, the Board of County Commissioners (Board) adopted Resolution R-546-14, which authorized employees to contribute the value of accrued annual or holiday leave to provide donations to the Community Action Agency Foundation to assist Miami-Dade Transit employee Vincent Williams, Sr. after the tragic loss of his wife and two children. Per the resolution, employees will be able to donate a maximum of two hours of leave. Leave donations will no longer be accepted after the approved cap of \$25,000 is reached.

The attached form is being made available for employees to authorize annual or holiday leave contributions. Leave donations will be coordinated between departments and Human Resources. 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. There will be a report sent to each department showing which employees donated.

Should you have any questions please contact Arlene Cuellar, Director, Human Resources Department, at (305) 375-1589.

Attachment

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



**LEAVE DONATION AUTHORIZATION FORM
VINCENT WILLIAMS, SR.**

Name: _____ Employee ID: _____

BACKGROUND

Mr. Vincent Williams, Sr., a Miami-Dade Transit employee suffered an unimaginable loss when he lost his wife, two children, home, and belongings in a home fire. On June 3, 2014, the Board of County Commissioners adopted Resolution R-546-14, which authorizes annual or holiday leave contributions from County employees to the Community Action Agency Foundation to assist Vincent Williams, Sr. The cumulative maximum donation is \$25,000, and 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 the Community Action Agency Foundation to assist Vincent Williams, Sr.

Annual Hours	Holiday Hours

I understand that these leave donations are irrevocable once processed.

Employee's Signature

Date

IMPORTANT NOTICE FOR DPRs

This form should NOT be forwarded to the Human Resources – Payroll and Information Management Division (PIM) All leave donations must be recorded on the PARs or ePARs.