

Memorandum



Date: October 23, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Leave Donations to Assist in Hurricane Joaquin Relief Efforts

On Tuesday, October 20, 2015, the Board of County Commissioners passed Resolution No. R-956-15, sponsored by Commissioner Dennis C. Moss, to allow County employees to donate leave time to the County's Emergency Disaster Fund for Hurricane Joaquin Relief Efforts.

We are now all aware of the tragic aftermath of Hurricane Joaquin, and our hearts go out to the victims, their families and the Miami-Dade Bahamian community. The County has mobilized resources, both for the island and for our own neighbors with friends and family in the Bahamas. The Category 4 hurricane has caused casualties and widespread damage. It is crucial that we target our efforts to meet the specific needs of our neighbors.

The Human Resources Department has prepared the attached form to authorize annual or holiday leave contributions to aid in the Bahamian Relief and Recovery efforts. Employees will be permitted to donate annual or holiday leave hours on a first-come, first-served basis for this worthy cause.

Leave donations will be handled by Human Resources via time entries and will be accepted until the \$250,000.00 maximum limit is reached or after the completion of two or three pay periods. Once the transactions are processed, the employee's appropriate leave balance will be reduced by the number of hours donated. These leave donations and the corresponding financial transactions are irrevocable, so we kindly ask employees that no late changes be sent requesting to rescind the donation.

Should you have any questions about our relief efforts and donation process, please contact Arleene 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 Directors
Charles Anderson, Commission Auditor



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

Name: _____ Employee ID: _____

BACKGROUND

The Board of County Commissioners has passed a Resolution R-956-15 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 Joaquin. 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 Hurricane Joaquin Relief efforts.

	Number of Hours
Annual Hours	
Holiday Hours	

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.