

CITY OF MIAMI SPRINGS



Office of the City Manager
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5010
Fax: (305) 805-5040
alonsow@miamisprings-fl.gov

WILLIAM ALONSO
CITY MANAGER

TO: Department Directors

FROM: William Alonso, City Manager 

RE: Administrative Order 4-18: Leave Donation Policy

DATE: April 11, 2018

The attached Administrative Order creates a procedure for employees to donate leave to another employee who has exhausted his/her available leave for an extended absence because of conditions covered under the Family and Medical Leave Act (FMLA).

Please post this Administrative Order within your department or otherwise distribute to eligible employees.

WA/bc

Attachment

cc: Mayor and City Council Members
City Clerk
City Attorney

CITY OF MIAMI SPRINGS



Administrative Order 4-18: Leave Donation Policy

Purpose

To establish a procedure whereby City employees may donate leave to an eligible employee who has exhausted his/her available leave for an extended absence because of conditions covered under the Family and Medical Leave Act (FMLA).

This Administrative Order supersedes all previous directives on this subject.

Definitions

“Eligible employee” and “City employee” are defined as a fulltime employee in probationary, permanent, or “at will” status in a classification not covered under a City of Miami Springs collective bargaining agreement.

“Immediate family member” is defined as a child, sibling, spouse, parent, and grandparent.

“Serious health condition” is a serious health condition as defined in the Family and Medical Leave Act of 1993 (FMLA).

Policy

1. City employees may donate medical leave, vacation leave, and compensatory time to an eligible employee who has exhausted his/her medical leave and all other paid leave and who is not receiving other wage reimbursement for an extended absence because of a serious health condition or the serious health condition of an immediate family member.
2. City employees may donate vacation leave and compensatory time to an eligible employee who has exhausted his/her medical leave and all other paid leave and who is not receiving other wage reimbursement for an extended absence for the eligible employee’s pregnancy or maternity.
3. City employees may donate up to 40 hours of leave in any 12-month period. Leave may only be donated in hourly units and shall be prorated based on the hourly salary of the donating employee. Donated leave hours are not refundable.

4. Eligible employees may receive a maximum of 200 hours of donated leave in any 12-month period.
5. The eligible employee must exhaust all of his/her accumulated and available leave balances (e.g., medical leave, vacation leave, compensatory time, floating holidays, and birthday leave) before being eligible to receive donated time.
6. The eligible employee must not be receiving other wage replacement/reimbursement, such as workers' compensation benefits or disability insurance payments.
7. The eligible employee shall provide the City with medical documentation consistent with U.S. Department of Labor FMLA guidelines.
8. All requests to donate leave are subject to the approval of the Department Director and City Manager or their designees.
9. In the event of unique and special circumstances, the City Manager may grant exceptions to these rules.
10. The Human Resources Department shall develop any necessary procedures and/or forms to implement this Administrative Order.

Policy Number: A.O. 4-18

Date: April 11, 2018

Issued by:



William Alonso, City Manager