

RESOLUTION 03-01-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN OF LAKE PARK EMPLOYEE POLICY/HANDBOOK TO PROVIDE FOR AN ANNUAL LEAVE DONATION POOL PROGRAM; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Lake Park is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, staff has prepared an Annual Leave Donation Pool Program policy, a copy of which is attached hereto as Exhibit A, providing a policy to be incorporated into the Town of Lake Park Employee Policy/Handbook whereby employees may donate annual leave to those employees who may need extended leave for non-work related major illness or injury; and

WHEREAS, the Town Commission has determined that it is in the best interest of the Town of Lake Park to establish an Annual Leave Donation Pool Program for Town employees;

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Lake Park, Florida, as follows:

Section 1. The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Town Commission hereby authorizes the revision of the Town of Lake Park Employee Policy/Handbook to provide for an annual leave donation pool program.


Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Carey, who moved its adoption. The motion was seconded by Commissioner Balius, and upon being put to a roll call vote, the vote was as follows:

	<u>AYE</u>	<u>NAY</u>
MAYOR PAUL W. CASTRO	<u>X</u>	<u> </u>
VICE-MAYOR ED DALY	<u>X</u>	<u> </u>
COMMISSIONER CHUCK BALIUS	<u>X</u>	<u> </u>
COMMISSIONER JEFF CAREY	<u>X</u>	<u> </u>
COMMISSIONER PATRICIA OSTERMAN	<u>absent</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution NO. 03-01-07 duly passed and adopted this 3 day of January, 2007.

TOWN OF LAKE PARK, FLORIDA


BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


Vivian Mendez
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

**ANNUAL LEAVE DONATION POOL PROGRAM
TOWN OF LAKE PARK**

PURPOSE:

The purpose of this program is to establish an Annual Leave Donation Pool Program (hereinafter referred to as the "Pool") from which participating employees may receive benefits in cases involving non-work related major illnesses or injuries (as diagnosed by a physician) excluding elective surgery. The Annual Leave Donation Pool Program is not intended to supplement or replace the short-term use of annual leave benefits.

POLICY:

An eligible employee may authorize annual leave to be charged from the employee's accrued leave and transferred to a Town-wide Annual Leave Donation Pool account. The hours of annual leave transferred to the Pool account by an employee are not refundable; however, a participating employee shall be eligible to apply for certain extended annual leave benefits from the Pool when needed. This benefit shall not be in conflict with personnel policies relative to the approval of annual leave set forth in the Town of Lake Park Employee Policy/Handbook or in existing labor contracts.

There shall be an Annual Leave Donation Pool Committee (hereinafter referred to as the "Committee") comprised of Town employees holding the following positions:

1. Personnel Director,
2. A Shop Steward of the Federation of Public Employees, A Division of the National Federation of Public and Private Employees (AFL-CIO); and
3. Finance Director who shall administer the Annual Leave Donation Pool.

The role of the Committee shall be to coordinate the review and approval of applications from employees seeking to receive benefits from the Pool. The decision(s) of this Committee affecting all aspects of the Annual Leave Donation Pool Program shall be final.

PROCEDURE:

1. Participation in the Pool shall be voluntary. Employees seeking to enroll in the Pool shall complete and return to the office of the Department of Administrative Services a Pool enrollment form. Regular full-time employees, both exempt and non-exempt, may participate in the Pool after completion of one (1) year of continuous employment with the Town of Lake Park as determined by January 1st in the first year of the Pool and October 1st of every year thereafter and provided that such employee has a minimum accumulation of 96 hours of annual leave accrued prior to the transfer of any annual leave to the Pool.
2. A participating employee may be granted annual leave from the Pool only after his or her depletion of all personal annual leave credits. Annual leave donated to the

Pool may only be used for extended leave for non-work related major illnesses or injuries of participating employees. The participating employee may initially be eligible to receive up to ninety (90) days of annual leave from the Pool account. Requests for additional annual leave from the Pool must be approved by the Committee.

3. Participating employees shall be required to re-enroll in the Pool program on an annual basis in order to continue participation. Participating employees shall contribute a minimum of eight (8) hours and a maximum of twenty-four (24) hours of annual leave to the Pool once every twelve (12) month period. If the Committee finds that an insufficient amount of annual leave exists in the Pool, additional leave requests may be made to all participating employees. Upon enrollment in the Pool program and once every twelve (12) month period thereafter, the Finance Department shall deduct the designated hours of annual leave from the participating employee's annual leave accounts and shall credit such hours directly into the Pool account. Use of the Pool account shall be monitored by the Finance Department.
4. Requests for extended annual leave benefits from the Pool shall be submitted in writing to the Personnel Director, along with medical certification of the non-work related illness or injury along with a statement from the requesting employee's attending physician concerning the anticipated duration of the condition and outlook for recovery. (Employees applying for the Town of Lake Park Group Short Term Disability benefit through Jefferson Pilot shall submit an Attending Physician's Statement form to meet the medical certification requirement of the Pool program.) The official annual leave record and personnel file of the requesting employee shall also be reviewed prior to any authorization of Pool program allocation to that employee. The purpose of such review is to determine if the requesting employee has previously abused his/her annual leave at any time during the employee's employment by the Town prior to the request of leave from the Pool. Any and all employee medical documentation or statements shall in accordance with the public records law exemption be kept confidential by the Personnel Director.
5. Employees to whom annual leave is allocated from the Pool shall not be required to replace those hours; however, such employees shall be required to continue to donate to the Pool as participating employees as set forth above in paragraph 3 of this policy.
6. Any and all annual leave hours contributed to the Pool shall be permanently forfeited to the Pool and shall be used exclusively for the purpose of carrying out the Pool's program objectives.
7. Any and all annual leave contributed to the Pool by a participating employee shall be forfeited upon the employee's cancellation of membership in the Pool, retirement, or termination from Town of Lake Park employment.