



DESIGNATED LEAVE COORDINATORS

The following individuals listed below are the designated leave coordinators for the administration of leaves of absence, and shall be responsible for reviewing all leave requests submitted by University staff and faculty.

STAFF		
CORAL GABLES/RSMAS		
ADDRESS/TELEPHONE/FACSIMILE:	LEAVE COORDINATORS:	EMAIL:
Human Resources Department Gables One Tower 1320 South Dixie Highway, Suite 100 Coral Gables, Florida 33146 Telephone: (305) 284-3799 Facsimile: (305) 284-2866	Primary: Phyllis Dorcely, HR Specialist Secondary: Nancy Alonso, Manager	pdorcely@miami.edu nalonso2@med.miami.edu
UNIVERSITY OF MIAMI HOSPITAL (“UMH”)		
Human Resources Department University of Miami Hospital 1400 NW 12 th Avenue, 1 st Floor UMH-East Miami, Florida 33136 Telephone: (305) 689-5613 – Main Telephone: (305) 689-1315 – Direct Facsimile: (305) 689-1369	Primary: Ramona Jimenez, HR Generalist Secondary: Cloris Joa Nunez, HR Generalist	RJimenez@med.miami.edu CNunez2@med.miami.edu
MEDICAL CAMPUS (NOT INCLUDING UMH)		
Human Resources Department Dominion Tower 1400 NW 10 th Avenue Miami, Florida 33136, Suite 300 Telephone: (305) 243-2869 Facsimile: (305) 243-2307	Primary: Leanette Suarez, Sr. HR Specialist Secondary: Nancy Alonso, Manager	LSuarez2@med.miami.edu nalonso2@med.miami.edu

FACULTY

CORAL GABLES/RSMAS

Faculty Affairs 1252 Memorial Drive, 140 Ashe Building Coral Gables, Florida 33146 Telephone: (305) 284-3386 Facsimile: (305) 284-1565	Primary: Cecilia Smith, Sr. Admin. Assistant	csmith@miami.edu
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MEDICAL

Faculty Affairs 1600 NW 10 th Avenue, RMSB Suite 1124 Miami, Florida 33136 Telephone: (305) 243-6551 Facsimile: (305) 243-5574	Primary: Vanessa Moreno, Sr. Admin. Assistant	vmoreno@med.miami.edu
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