

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.*

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## **Military Leave- Reserve or Guard Training or Active Duty**

**OVERVIEW:** This procedure describes the provisions for granting Military Leave- Reserve or Guard Training or Active Duty.

**SCOPE:** This procedure applies to all classified and executive service employees of the Board.

### **PROVISIONS:**

#### 1. Military Leave- Reserve or Guard Training

- a. **General Rule.** Reserve or Guard Training leave shall be granted for purposes of attending military training in accordance with Chapter 115, Florida Statutes.
- b. An employee in the United States Reserve Forces or National Guard shall be granted military leave for training purposes with full pay and without loss of benefits.
- c. Such military leave shall not exceed 240 hours in one annual period.
- d. Administrative leaves of absence for additional hours over 240 hours or longer periods of time for assignments to duty functions of a military character shall be granted. The employee may elect to use accrued leave time or leave without pay.
- e. **Submitting Requests.** A leave request for Reserve or Guard Training shall be submitted to the appropriate supervisor and Human Resources, with or followed by proper documentation as soon as practicable.

#### 2. Military Leave- Active Duty

- a. **General Rule.** Active Duty leave shall be granted in accordance with Chapters 115 and 250, Florida Statutes. Active Duty leave shall not exceed 5 years.
- b. An employee in the United States Reserve Forces or National Guard ordered to active military duty for purposes other than training shall be granted Active Duty leave without loss of benefits or seniority, under the following conditions:
  1. An employee ordered to active military duty during a declared war or time of war shall receive:

- i. Full pay for the first 30 days of the Active Duty leave, and
  - ii. Supplemental pay will begin on the 31st day of the Active Duty leave, not to exceed 180 calendar days of absence. Supplemental pay is an amount necessary to bring the employee's total salary, including the base military pay and the supplemental pay, to the level earned from County employment at the time the absence for Active Duty leave began. The department director is responsible for submitting an Employee Action Form when the employee is entitled to supplemental pay under this procedure.
  - iii. An employee in the Florida National Guard ordered to State active duty under provisions of Chapter 250, Florida Statutes, shall receive full pay for up to 30 days at any one time. Following such an absence, the employee must work for at least one full shift for the County before being eligible for another period of Active Duty leave for State active duty.
  - iv. Active Duty leave for other purposes shall be without pay, unless an exception is granted by the Administrating Official for unusually compelling circumstances.
- c. **Seniority Rights.** An employee who is granted Active Duty leave shall retain seniority rights.
- d. **Requesting Active Duty Leave.** Employees must complete a leave request for Active Duty leave to the supervisor, accompanied by proper documentation including military orders, as soon as practicable.