

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

Policy No.: 7-12
Revision No.: 2

Effective: 10/9/12
Review Date: 10/9/13

Short Term Military Leave

OVERVIEW: This policy describes the provisions for granting short-term military leave.

SCOPE: This policy applies to all classified and executive service employees of the Board of County Commissioners.

PROVISIONS:

1. **General Rule.** Short-term military leave shall be granted for purposes of attending military training in accordance with Chapter 115, Florida Statutes.
2. 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.
 - a. Such military leave shall not exceed 240 hours in a calendar year.
3. **Submitting Requests.** A request for short-term military leave shall be submitted to the appropriate supervisor on a Leave Request Form, with or followed by proper documentation as soon as practicable.

County Manager

County Attorney