

*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.: 7-13

Effective: 03/15/05

Revision No.: 2

Review Date: 03/15/06

## **Long Term Military Leave**

**OVERVIEW:** This policy describes the provisions for granting long term military leave.

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

### **PROVISIONS:**

1. **General Rule.** Long-term military leave shall be granted in accordance with Chapters 115 and 250, Florida Statutes.
2. An employee in the United States Reserve Forces or National Guard ordered to active military duty for purposes other than training shall be granted long-term military leave without loss of benefits or seniority, under the following conditions:
  - a. 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 long-term military leave, and
    - ii. Supplemental pay beginning on the 31st day of the long-term military 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 long-term military leave began. The department director is responsible for submitting an Employee Action Form when the employee is entitled to supplemental pay under this policy.
  - b. 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.
    - i. Following such an absence for state active duty, the employee must perform the employee's County work for at least one full shift before being eligible for another period of long-term military leave for state active duty.
  - c. Long-term military leave for other purposes shall be without pay, unless an exception is granted by the Administrating Official for unusually compelling circumstances.

3. **Seniority Rights.** An employee who is granted long-term military leave shall retain seniority rights.
4. **Requesting Long-Term Military Leave.** A request for long-term military leave shall be submitted to the appropriate supervisor on a Leave Request Form, accompanied by proper documentation including military orders, as soon as practicable.

---

County Manager

---

County Attorney