

808.30 SUBJECT: MILITARY LEAVE

:1 OBJECTIVE:

Establish a policy for leave to meet the requirements of service in the Volunteer Armed Forces of the United States and/or the National Guard of the State of Florida.

:2 AUTHORITY:

This policy amended by City Council August 16, 2010.

:3 DIRECTION:

Human Resources Division Manager, Department Directors, Office Heads, Division Managers.

:4 METHOD OF OPERATION:

A. General

The policy of the City of Orlando is to grant employees leave for service in the volunteer military forces of the United States and the Florida National Guard in accordance with applicable provisions of Florida State Statutes as from time to time amended.

B. National Guard

Any City employee who is a member of the National Guard is entitled to leave without loss of pay, time or effect on performance ratings for not more than thirty (30) calendar days at any one time when such employee is engaged in active **State** duty, ordered under or pursuant to the provisions of Florida Statute Sections 250.28 "Military Support to Civil Authorities", or 252.36 "Emergency management powers of the Governor."

C. Municipal Officials

Elected and appointed officials who are members of either the reserve forces of the United States or the National Guard of the State of Florida and who are called upon to perform active military service are entitled to the first thirty (30) days of leave with full pay.

D. Reserve or Guard Training

Any non-appointed employee who is a member of the reserve forces of the United States military or naval service or the National Guard of the State of Florida, is entitled to leave without loss of personal leave, vacation leave pay, time, or performance rating for up to two hundred forty (240) working hours in any one annual period when they are engaged in **training** ordered under the provisions of the United States military or naval training regulations for personnel assigned to active or inactive duty (Chapter section 115.07, F.S. amendment effective 7/1/10). For purposes of this policy an "annual period" is defined as the fiscal year from October 1st to September 30th.

E. Federal Activation of Forces

Reserve or guard forces activated by the Federal Government will be treated in accordance with applicable Federal legislation.

F. With respect to any official or employee whose working day consists of a shift measured in hours, each 12-hour shift or less shall equal one (1) work day leave of absence. All other shifts over 12 hours equal two (2) working days leave of absence.

G. Copy of Orders

Employees must provide notice of pending leave requirements to their supervisor on a timely basis, consistent with military orders availability. Employees must provide a copy of official military orders to their supervisors within forty-eight (48) hours of receipt. Each employee affected by Section D.4 above shall provide their City supervisor with written documentation from the appropriate military authority outlining the reason for the absence (i.e. active military service or training required by federal military regulations. Employees on Military Leave shall be shown on payroll as MILLV (Military Leave).

H. Extended Periods of Leave

Time in excess of the leave authorized for volunteer military service may be charged (at the employee's option) to appropriate accrued leave (vacation, personal, compensatory time, management leave) until such leave is exhausted. If additional leave is still required, by law, the employee will be granted "Leave of Absence Without Pay." All requests for leave of absence must be submitted in writing, along with a Leave Request Form to the Office Head/Division Manager and state the reason for the request and the estimated length of the proposed leave of absence.

:5 FORMS:

Leave Request Form, Form 808.000

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Council action of January 20, 1960; Supervisors Policy Manual, Section 540; Policy and Procedures Manual Section 708.30 approved by City Council December 12, 1972, Item 12; Florida Statutes Section 115.07, 116.21; Attorney General's Opinion 074-189, July 1, 1974. Policy amended by City Council October 21, 1974, Item 56; amended May 16, 1977, Item 6. This policy renumbered from 708.30 and amended by City Council February 20, 1989, Item 14, A-2; amended June 21, 1993, Item 2-P; amended November 1, 1993, Item 2-MM; amended January 10, 1994, Item K; amended August 22, 1994, Item TT; amended March 11, 1996; amended April 3, 2000, Item 2PPP; amended September 15, 2003; re-formatted only April 2004; amended May 10, 2010, Item A-2, amended August 16, 2010, Item A-2.

:8 EFFECTIVE DATE:

This procedure effective August 16, 2010.