808.30: Military Leave

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.

Authority:

This policy amended by City Council July 19, 2021, Item A-1.

Direction:

Human Resources Division Manager, who, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Chief Administrative Officer (CAO) or Designee.

Functions:

1. 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 the Florida Statutes as from time to time amended.

2. Military Activation
Any City employee who is a member of the reserve forces of the United States military or the National Guard of the State of Florida; and are called upon to perform active military service is entitled to leave without loss of pay, time or effect on performance ratings for the first thirty (30) calendar days of any such leave of absence. Chapter 115, Florida Statute (2020).

3. 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.

4. Reserve or Guard Training

Any non-appointed employee who is a member of the reserve forces of the United States military 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 for personnel assigned to active or inactive duty. Section 115.07, Florida Statute (2020). For purposes of this policy an "annual period" is defined as the fiscal year from October 1st to September 30th.

5. Copy of Orders

Employees must provide a copy of official military orders to their supervisors within forty-eight (48) hours of receipt. In addition, employees must submit written notice of pending leave request to their supervisor on a timely basis, consistent with the military orders. Submitted written documentation should state the reason for the absence (i.e. active military service or training required by federal military regulations and include copy of orders from the appropriate
military authority. Supervisors shall provide a copy of all documentation to the Human Resources Division Manager.

6. Extended Periods of Leave

Leave time in excess of 30 calendar days for activation or 240 hours for training 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 to the Office Head/Division Manager and state the reason for the request and the estimated length of the proposed leave of absence.

Employees must contact Benefits prior to going on extended leave to review coverage options.

**Forms:**

None.

**Committee Responsibilities:**

None.

**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,

Date:

This policy effective July 19, 2021.