

CHAPTER 6.00 – HUMAN RESOURCES

MILITARY LEAVE

6.545*

- I. Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the state of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard.
 - A. When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the School Board's discretion.
 - B. Request for military leave shall be in writing and countersigned by the principal or immediate administrative supervisor. The request shall include:
 1. A copy of the military order; and
 2. Written evidence that effort has been made to serve the duty when school was not in session. This shall be required only of personnel who are employed for ten (10) or eleven (11) months.
- II. An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that an application for re-employment is filed in compliance with the Uniformed Services Employment Rights Act.
- III. Compensation allowed during military leave may not exceed two hundred forty (240) working hours except as provided in Section 115.07, Florida Statutes.
- IV. Extended Active Duty During National/Regional Emergency
 - A. District employees who are reserve members of the armed forces or National Guard shall be granted benefits as stated below, provided the following conditions are met:
 1. The appropriate federal or state authority has declared a national or regional emergency.
 2. The employee called to active duty provides a copy of his or her official orders for active duty.
 3. The period of active duty exceeds two hundred forty (240) working hours.
 - B. Salary

CHAPTER 6.00 – HUMAN RESOURCES

1. For the first thirty (30) days of active duty, the employee shall receive all District salary and benefits regardless of compensation received from the active duty service.
 2. For any period exceeding an initial thirty (30) days of active duty for up to eighteen (18) months, the employee shall be entitled to receive from the District salary or wages equal to the difference between the employee's military pay and the employee's District salary, provided the employee's military pay does not exceed his or her District salary or wages. The employee must provide the District with all documentation necessary to permit the aforementioned computation prior to the expiration of the initial thirty (30) day period.
 3. Employees who do not request District pay or who fail to provide the documentation required in this policy shall not be entitled to receive any District salary or wages as set forth in this policy.
- C. Benefits - If the employee provides documentation of orders for active duty and requests benefit continuance in writing, the employee shall be entitled to continue to receive District health or other insurance benefits. The Board's contribution toward benefits will continue. The employee will continue to pay the employee portion of all premiums.
- D. Continued Employment - Notwithstanding any other provision in Board rules or policy, employees called to active duty pursuant to this section shall be granted military leave for period of active duty without loss of seniority and shall be entitled to re-employment upon release of active duty as provided in School Board Policies.
- V. An employee who enters active military service shall be governed by the provisions of Sections 115.07, 115.14, 121.111, and 250.341, Florida Statutes.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 115.07, 115.09, 115.14, 121.111, 250.341, 1001.43, 1012.66, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.080

HISTORY: ADOPTED: 07/01/2002
REVISION DATE(S): 10/23/2003; 4/19/05; 10/25/2007;
12/14/2010; 04/20/2021
FORMERLY: 3.28, 3.63, 4.12