

Nassau County Board of Commissioners <b>EMPLOYEE POLICIES &amp; PROCEDURES MANUAL</b>		
Effective: 11/01/2013	Revised: <u>09/09/2019</u>	Page 1 of 1
Section 7: Other Leaves of Absence		7.01 Military Leave

We honor all federal and state regulations regarding Military Leave. When possible, written requests for Military Leave must be made to your Supervisor within a reasonable time before your scheduled leave. When requesting Military Leave, a completed leave slip and a copy of the Military Order should be presented with your written request. Reinstatement will be governed by applicable laws.

### **Pay and Status During Military Leave:**

Employees who are commissioned reserve officers, reserve enlisted personnel in the United States military, Naval service or members of the National Guard and who are subject to call or induction into federal service by the President of the United States or when ordered and assigned by proper authority to active or inactive duty, shall be entitled to a leave of absence for the period of active or inactive service. Employees shall be entitled to pay during such periods as follows:

1. Leave for reserve or guard training shall be with pay up to a maximum of ~~seventeen (17) days in any one (1) annual period. Those employees whose workday consists of more than eight (8) hours shall be entitled to~~ two hundred and forty (240) hours in any one (1) annual period. Leaves of absence for additional or longer periods shall be without pay, except to the extent the employee elects to use accrued Annual or PTO Leave.
2. Leave for members of the Florida National Guard engaged in active state duty for a state emergency as declared by Executive Order or proclamation by the Governor shall be with pay up to a maximum of thirty (30) days at any one (1) time. Employees shall furnish a copy of the Executive Order issued by the Governor and copy of their military orders.
3. Any employee who serves in the forces of the United States, in the National Guard of the state or in the regular Army or Navy of the United States called into active service during war between the United States and a foreign government may receive full civilian pay in addition to their military pay for the first thirty (30) days of their active duty. And, may thereafter, receive the pay necessary to raise their military pay to the level of their civilian pay.