

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Military Leave	<b>NUMBER:</b> 04-36
<b>AUTHORITY:</b> Florida Statute: 115.07, 115.09, 115.14, 121.111, 295.09, 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261, 6A-14.0432, 60S-2.005 United States Code: Chapter 43 of Title 38	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Board Policy 04-27</a> and <a href="#">Administrative Procedure 04-27AP</a>: Absence from Duty</li> <li>• <a href="#">Board Policy 04-33</a> and <a href="#">Administrative Procedure 04-33AP</a>: Administrative Leave</li> </ul>
<b>DATE ADOPTED:</b> 12/01/97; Revised 06/17/02, 11/22/10	

**A. Active or Inactive Military Training**

An employee in an established position who is a member of the United States Armed Forces Reserve, including National Guard, shall upon presentation of a copy of the employee's official orders issued be granted administrative leave during periods in which the employee is ordered to active or inactive duty for training. Whether continuous or intermittent, such leave with pay shall not exceed seventeen (17) working days in any one calendar year.

**B. Active Military Service**

An employee in an established position who volunteers for active military service, or is ordered to active duty in connection with reserve activity other than short term, will be granted a leave of absence from an assigned position for the duration of one (1) year from the date of induction for the required active duty service. The employee must present a copy of official orders in order to be granted leave, which begins with the date of induction and shall terminate upon death or the 31st day succeeding the date of release or discharge from active military service, return from military service, one (1) year from the date of induction or whichever occurs first.

The first thirty (30) calendar days of active military service will be with full pay provided official written orders have been received. (The employee may elect to use unused annual or compensatory leave or be placed on leave without pay status for this period until the official

orders have been received.) All unused leave benefits will be retained by the employee and will be credited to the employee's record if reinstated to a position. During such leave, the employee will be entitled to preserve all seniority rights, performance ratings and promotional status.

Thereafter, for a period not to exceed one (1) year from date of induction, the College will supplement the employee's military pay in an amount necessary to bring total salary, inclusive of the base military pay, to the level earned at the time they were called to duty.

While in pay status, the retirement contribution and health benefits will continue to be provided for the employee. When the period of active military duty is more than thirty (30) calendar days, the group life insurance coverage ceases.

Upon separation from the military service, the employee will be eligible to return to the former position or a different position in the same class and the same geographic location provided that reinstatement is requested within the requirements of Uniformed Service Employment and Reemployment Rights Act (USERRA) reemployment provisions.

An employee who is reemployed under the USERRA provisions is entitled to the additional seniority, rights and benefits that such employee would have attained if the person had remained continuously employed.

The employee may receive Florida Retirement System service credit in the membership class to which the employee belonged immediately prior to military service upon meeting the requirements of FRS for said credit.