



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Military Leave</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 6.14</b>
<b>Date Approved: 02/02/04</b>	<b>Division: Administration and Finance/Human Resources</b>

All full-time employees who are members of the Reserves and the U.S. Armed Forces or the National Guard, ordered to temporary active duty for training, shall be granted military leave up to 17 days annually during any contract/fiscal year. Leave granted to employees for extended active military service shall be according to Sections 115.09, 115.14, and 295.09, Florida Statutes.

**A. Military Leave for Training:**

The training period will normally be less than ninety (90) days. The first seventeen (17) days of military leave per year shall be with pay. Leave beyond the seventeen (17) days shall be without pay.

1. The Leave Request and Authorization Form must be forwarded through administrative channels through the Director of Human Resources to the Payroll department prior to the beginning date of the leave.
2. Military training orders must be attached to the Leave Request and Authorization Forms.
3. Instructional personnel should plan military training during a time when classes are not in session. Administrative, Professional and Career Staff personnel should schedule military training during a time that would not unduly affect the operation of the College.

**B. Military Leave for an Extended Period of Time**

All full-time employees who enter the Armed Forces may be granted military leave for their initial period of active duty. The Leave Request and Authorization Form must be forwarded through administrative channels to the Director of Human Resources for submission to the President and District Board of Trustees for approval. Military active duty orders must be attached to the leave form.

1. A regular employee who resigns for the purpose of entering the Armed Forces of the United States, state service as a member of the National Guard or any of the reserve components of the Armed Forces of the United States will, if discharged, separated or released from such active military service under honorable conditions within five years from the date of enlistment or call to active service, be restored to the same position held at the time of induction or to a position of like seniority, status and pay if still physically and mentally qualified to perform the duties of such position.

- 2. An employee who is restored to such a position shall be considered as having been on leave of absence without pay. Only time spent in active service will be counted for purposes of vacation and longevity pay entitlements. The employee will be entitled to participate in all benefits to which an employee of the College may be entitled and will not be discharged from such position without cause within one year after restoration.
- 3. A regular employee eligible for restoration to employment should make written application for such restoration within ninety (90) days after discharge and should attach evidence of discharge or release from military service under honorable conditions.

**C. Insurance Options While on Active Duty.** A regular employee who enters active duty may:

- 1. Retain insurance coverages in force at the time he/she entered active duty, subject to payment of the due premiums without premium sharing contributions;
- 2. Drop coverages in force and re-enroll in those coverages within thirty (30) days after reinstatement with waiver of evidence of insurability and preexisting conditions which may be applicable to newly eligible employees and(or dependents; or
- 3. Drop personal coverage and retain coverage for spouse and dependents subject to payment of the due premiums without premium sharing contributions.

Such coverages may continue for the duration of the employee’s active duty and until the employee returns to work, provided the employee returns to work within the 90-day period.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date