

CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL

CHAPTER: 06 HUMAN RESOURCES POLICIES

POLICY #: 06.11.07

SECTION: 11 MISCELLANEOUS

SUBJECT: 07 MILITARY LEAVE

OFFICE/DEPARTMENT: PERSONNEL

EFFECTIVE DATE: 04/01/07

**CITY MANAGER: MICHAEL S.
LEVINSON**

PAGE 1 OF 3

POLICY

The City of Coral Springs recognizes an employee's responsibility to fulfill U.S. Military Armed Forces obligations or annual training sessions or active duty call-up and provides this benefit to eligible employees.

DEFINITIONS

Military Reserves - military units not routinely engaged in active duty status and identified as National Guard, Air National Guard, Office Reserve Corp., Army Reserve, Air Force Reserve, Marine Corp. Reserve, and Coast Guard Reserve. These units may have annual short term training sessions.

Short Term Military Leave - a paid period of time for military reservists up to seventeen (17) working days annually for the purpose of short term military training sessions.

Active Duty Status: military reservists who receive official orders to report for active military duty not regarded as a training session.

Long Term Military Leave - a period of time when military reservists are called to active duty status for not more than four (4) years plus a one (1) year additional voluntary extension if at the request and convenience of the government for active military duty in the Armed Forces.

Supplemental Pay - an amount necessary to bring the employee's total salary, inclusive of the military pay, to the net base level earned at the time the employee was called to active military duty.

Armed Forces Physical Examination - a medical/physical examination required by the military.

ELIGIBILITY

All regular full-time employees of the City who are called for military reserve or active duty status. Florida Statute 115 will be complied with for other types of employees.

PROVISIONS

1. All actions relative to Military Leave are governed by the provisions of Florida Statute 115, or other legislation as amended from time to time.
- 2A. Short Term Military Leave - An eligible employee receiving official orders to report for reserve duty may receive their normal pay and normal accruals for that period of duty, known as Short Term Military Leave, not to exceed seventeen (17) working days annually. Florida Statute provisions regarding shift workers may affect the working days noted above. A copy of the official document confirming the order must be furnished to the Department Director prior to the leave period.
 - B. Upon completion of the Short Term Military Leave, the employee must submit a written statement from their Commanding Officer attesting to their satisfactory performance to their Department Director in order to receive the normal pay during the Short Term Military Leave.
- 3A. Long Term Military Leave - An eligible employee who is an active or inactive military reservist receiving official orders to report for active duty may receive supplemental pay for that period of active duty, known as Long Term Military Leave. Copies of the military pay received must be submitted periodically. A copy of the official document confirming the order must be furnished to the City Manager through the Department Director and the Director of Human Resources. This copy must be submitted prior to the leave period.
 - B. Upon completion of the Long Term Military Leave, an employee must return to work within ten (10) working days after an Honorable Discharge. Supplemental pay shall cease upon the effective date of an Honorable Discharge. Employees may use other types of leave in accordance with City policies if there is a reasonable gap between the effective date of an Honorable Discharge and the employee's return to work, provided the employee reports to work within ten (10) working days of the Honorable Discharge. Proof of Honorable Discharge shall be submitted to the Department Director and the Director of Human Resources. The employee must be physically and mentally capable of satisfactory performance of job duties assigned in the formally held position. An equivalent position may be offered if the former position no longer exists. A medical examination may be required at the discretion of the Director of Human Resources.
 - C. Any employee on Long Term Military Leave who is discharged with less than an Honorable Discharge shall not be eligible for supplemental pay or other benefits provided to employees. Such instances shall be considered as the employee having resigned without notice and shall only be eligible for mandated provisions of Florida Statute 115.
 - D. Employees on Long Term Military Leave with dependent health coverage can continue medical coverage for dependents through payroll deductions during the active duty period.
 - E. To supplement the employee's net base pay while on Long Term Military Leave, the employee's budgeted position would be frozen and salary savings shall be used to fund the difference between the employee's current net base pay and any military pay.

Additionally, the employee's status would be frozen as well.

- F. When the employee returns to work in accordance with these provisions, benefits will be in accordance with statutory requirements.
 - G. No accruals for sick leave, annual leave or longevity shall occur during a Long Term Military Leave. The period of Military Leave shall not be considered as a break in service, but shall not count as service credits for any benefits. Longevity bonuses Gainsharing, and Attendance Incentive benefits shall be suspended for the duration of Long Term Military Leave.
 - H. During Long Term Military Leave, contributions and service credits for any pension plan or ICMA Money Purchase Plans shall be suspended until the employee returns to work status.
 - I. Employees on Long Term Military Leave shall remain at their current dollar value of their current pay during Military Leave. For future earnings, the employee's current pay will be adjusted to the new minimum pay for their position, if necessary, upon the employee's return to work. New minimum pays may have been established during Long Term Military Leave. No incentive pay or retroactive adjustments shall be considered.
 - J. Probationary statuses shall remain in effect until the employee completes and successfully passes any such status after Long Term Military Leave.
 - K. Merit increases shall be suspended for the duration of Long Term Military Leave; the employee must earn such increases upon returning to work.
 - L. Job Anniversary dates shall not be effected by any Long Term Military Leave.
 - M. If an employee on Long Term Military Leave fails to return to work within ten (10) working days of an Honorable Discharge, then the employee must apply for re-employment within ninety (90) calendar days after completion of military service or within thirty-one (31) calendar days after completion of initial active duty for training of not less than three (3) months. Florida Statutes shall apply in these instances.
4. Employees called for a Selective Service Physical shall be entitled to time off with pay. To earn this leave, the employee must present a copy of Military Leave notice to the Department Director and the Director of Human Resources prior to taking the required physical.

ADMINISTRATIVE REPEAL

The provisions contained herein shall supersede and replace all prior City Military Leave Policies.

Michael S. Levinson, City Manager Date