

HUMAN RESOURCES POLICY/PROCEDURE		No. HR-023
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE.	Page 1 of 2

SUBJECT: Military Leave

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Military Leave policy.

SCOPE:

This policy shall apply to all employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

An Employee who is a commissioned reserve officer or reserve enlisted person of the U.S. military or naval service or a member of the National Guard is entitled to paid military leave not to exceed 17 working days in a one-year period for training ordered under the provision of the U.S. military or naval training regulation for such persons.

An employee who serves in the Florida National Guard is eligible for paid military leave not to exceed 30 calendar days at any one time for periods of active state duty pursuant to Florida Statutes s.250.28 or s.252.36.

Employees are eligible for paid military leave any time following date of hire. Orders must be submitted in support of request for leave.

Absence exceeding the respective caps may, upon request of the employee and approval of the department director, be charged to paid leave and/or leave without pay.

EXCEPTIONS TO THIS POLICY:

Any exception to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director *Byron W. Brooks*

Date *9 January 202*

Department Director *John D. Dumble*

Date *11/01*