

LEVY COUNTY  
 BOARD OF COUNTY COMMISSIONERS  
 PERSONNEL POLICIES AND PROCEDURES

Subject: <b>MILITARY DUTY LEAVE</b>	Effective Date: <b>August 3, 2004</b>	Number: <b>708</b>
Applies to: <b>All Employees of the Levy County Board of County Commissioners</b>	Last Amended:	Page: <b>1 of 2</b>

**Policy:**

It is the policy of Levy County to provide time off to employees for military duty.

**MILITARY DUTY LEAVES (In accordance with Chapter 115, Florida Statutes)**

- (1) An employee who is a member of the National Guard or a reserve component of the Armed Forces of the United States shall, upon presentation of a copy of the employee's official orders to the employee's supervisor, be granted leave with full pay and without loss of benefits (including retirement) during periods in which the employee is ordered to active duty for training, and that time will be considered continuous service.
  - a) Requests for military leave under this subsection shall be submitted in writing with proper documentation at least one (1) month prior to the commencement date of the orders.
  - b) Whether continuous or intermittent, such paid leave under this subsection shall not exceed thirty (30) working days in any twelve (12) month period.
  - c) Each 12-hour shift or less shall equal one (1) working day leave of absence.
  - d) All other shifts over twelve (12) hours and up to twenty-four (24) hours shall equal two (2) working days leave of absence.
  - e) Any absence in excess of thirty (30) working days under this subsection may be covered by accrued and available vacation leave, or be an excused absence without pay.
- (2) Any employee who is ordered to report for a physical examination with the Selective Service System shall, upon presentation of official orders, be granted paid leave for this purpose.
- (3) Any County employee who is a commissioned reserve officer or reserve enlisted personnel of the United States military or National Guard who is ordered to military or National Guard training may be granted leave of absence with pay up to 240 hours per calendar year. Requests for leave under this section shall be submitted in writing with proper documentation at least one (1) month prior to the commencement date of the training.
- (4) Any County employee who is also a member of the National Guard or a reserve component of the Armed Forces of the United States may be granted leave of absence from their respective duties to perform active military service, the first thirty (30) days of any such leave will be with full pay. During such leave of absence the employee shall be entitled to preserve all benefits and retirement privileges, and such time will be treated as continuous service.
- (5) Any County employee who is also a member of the Florida National Guard and who is ordered to duty for a named event, declared disaster, or operation pursuant to Florida Statutes section 250.28 or 252.36 may be granted leave of absence with pay not to exceed 30-days for each emergency or disaster.
- (4) After the 30-day period described in 406:2.4(3) above, the County shall supplement, if required or at its discretion, the military pay to bring the employee's pay to the level earned at the time he/she was called to active duty.
- (5) Abuse of the provisions set forth for military leaves shall result in disciplinary action.

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(6) Falsification of the need for, or any records relating to, military leave shall result in immediate termination.

**Chapter 110.119, Florida Statutes**

**Administrative leave for military-service-connected disability**

(1) An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a military-service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. However, such paid leave may not exceed 48 hour per calendar year.

**Backup for  
proposed additions  
of sections  
(3) and (5)**

## Jacqueline Martin

---

**To:** John "J.K." W. Keller  
**Subject:** RE: Proposed update to military leave policy

---

**From:** John "J.K." W. Keller <jkeller@anblaw.com>  
**Sent:** Tuesday, June 25, 2024 5:14 PM  
**To:** Jacqueline Martin <martin-jacqueline@levycounty.org>; Wayne Helsby <WHelsby@anblaw.com>  
**Cc:** Wilbur Dean <dean-wilbur@levycounty.org>  
**Subject:** RE: Proposed update to military leave policy

Jacqueline,

See attached. I turned on track changes so that you can hopefully easily see the changes I proposed. The language can be tweaked to fit the County's preference as long as the underlying result is the same. Let me know if you have any questions.

JK



John "J.K." W. Keller, IV  
Attorney | Allen Norton & Blue, P.A.  
407-571-2152  
1477 W. Fairbanks Ave. | Winter Park, FL 32789  
The Management Labor & Employment Firm

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**From:** Jacqueline Martin <martin-jacqueline@levycounty.org>  
**Sent:** Tuesday, June 25, 2024 2:06 PM  
**To:** John "J.K." W. Keller <jkeller@anblaw.com>; Wayne Helsby <WHelsby@anblaw.com>  
**Cc:** Wilbur Dean <dean-wilbur@levycounty.org>  
**Subject:** RE: Proposed update to military leave policy

Do you have any proposed language to update our policy to include Florida Statute section 115.07 and 250.48 that would bring our policy up to date with current regulations?

Thank you,

*Jacqueline Martin*

Human Resource Manager  
Levy County Commission  
(352)486-5219  
(352)486-5167 fax  
[martin-jacqueline@levycounty.org](mailto:martin-jacqueline@levycounty.org)

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**From:** John "J.K." W. Keller <[jkeller@anblaw.com](mailto:jkeller@anblaw.com)>  
**Sent:** Tuesday, June 25, 2024 1:46 PM  
**To:** Jacqueline Martin <[martin-jacqueline@levycounty.org](mailto:martin-jacqueline@levycounty.org)>; Wayne Helsby <[WHelsby@anblaw.com](mailto:WHelsby@anblaw.com)>  
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Jacqueline,

I don't see any problems with the admin. leave language as drafted.

On another note, I did notice that the policy sent only contemplates Military Leave for active duty. Is there another policy that covers leave for military training and leave for national guard members to respond to natural disasters? I ask because Florida Statute section 115.07 requires that public employees receive up to 6 weeks of paid leave for military training per year for training and section 250.48 requires up to 30 days paid leave per year for national guard members deployed for natural disasters or a declared emergency.

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**From:** Jacqueline Martin <[martin-jacqueline@levycounty.org](mailto:martin-jacqueline@levycounty.org)>  
**Sent:** Tuesday, June 25, 2024 1:26 PM  
**To:** Wayne Helsby <[WHelsby@anblaw.com](mailto:WHelsby@anblaw.com)>; John "J.K." W. Keller <[jkeller@anblaw.com](mailto:jkeller@anblaw.com)>  
**Cc:** Wilbur Dean <[dean-wilbur@levycounty.org](mailto:dean-wilbur@levycounty.org)>  
**Subject:** Proposed update to military leave policy

Hello Wayne and J.K.,

We would like to consider a change to the current Military Duty Policy. See attached proposal in red of Military duty leave policy.

Supporting documents are also provided.

Please let us know your thoughts,

*Jacqueline Martin*

Human Resource Manager  
Levy County Commission

**Backup for  
proposed addition of  
Chapter 110.119, Florida Statutes  
section (1)**

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Please let us know your thoughts,

*Jacqueline Martin*

Human Resource Manager  
Levy County Commission

Ms. Jacqueline Martin, Human Resources Manager

I wanted to take a moment to explain the positive impact of granting Military Service-Connected Disability leave to our Veteran employees in Levy County. This leave policy, which allows up to 48 hours per calendar year for reexamination or treatment without loss of pay or benefits, brings several significant benefits.

**1. Support for Veteran Employees:**

- This policy directly supports our Veteran employees who have incurred disabilities while serving our country. By providing dedicated leave for their medical needs, we acknowledge and honor their sacrifice and contributions.

**2. Improved Employee Well-being:**

- Access to paid leave for necessary medical appointments ensures that our Veteran employees can receive the care they need without the added stress of financial loss or job insecurity. This can lead to improved overall health and well-being, which is beneficial for both employee and Levy County.

**3. Enhanced Loyalty and Morale:**

- Demonstrating our commitment to the health and well-being of our Veteran employees fosters a sense of loyalty and boosts morale. Employees who feel supported are more likely to be engaged, motivated, and committed to their work.

**4. Reduced Absenteeism:**

- By providing a structured leave policy, we can help prevent unscheduled absences. Employees are more likely to manage their medical appointments proactively, leading to better attendance and productivity in the long run.

**5. Positive Organizational Reputation:**

- Supporting our Veteran employees enhances our organization's reputation as a caring and responsible employer. This can improve our ability to attract and retain talented individuals, including Veterans who value employers that recognize and accommodate their unique needs.

**6. Legal and Ethical Compliance:**

- Ensuring compliance with federal and state laws regarding Veteran rights and accommodations helps us to avoid potential legal issues and aligns with our ethical commitment to fairness and inclusivity in the workplace.

Providing Military Service Connected-Disability leave not only supports our Veteran employees in a meaningful way, but also brings substantial benefits to Levy County Government as a whole. It reflects our values and enhances our standing as an employer of choice. Thank you for considering this important policy. I am confident that its implementation will have a positive impact on our team and community.

*Thank You,  
Christina*



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# Fla. Stat. § 110.119

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Current through Chapter 352 of the 2023 Legislative Session

Section 110.119 - Administrative leave for military-service-connected disability

(1) An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a military-service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. However, such paid leave may not exceed 48 hours per calendar year.

(2) The department may adopt any rule necessary to carry out the purpose of this section.

*Fla. Stat. § 110.119*

s. 4, ch. 84-114; s. 2, ch. 93-268; s.3, ch. 2012-215.

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Select Year: 2023

## The 2023 Florida Statutes (including Special Session C)

Title X

PUBLIC OFFICERS, EMPLOYEES, AND RECORDS

Chapter 110

STATE EMPLOYMENT

[View Entire Chapter](#)

**110.119 Administrative leave for military-service-connected disability.—**

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(2) The department may adopt any rule necessary to carry out the purpose of this section.

History.—s. 4, ch. 84-114; s. 2, ch. 93-268; s. 3, ch. 2012-215.