



**Military Leave # 1710.200**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	May 7, 2025	Division of Human Resources Benefits Administration

**POLICY STATEMENT**

An employee, except an employee in a temporary position, who performs voluntary or involuntary duty in the uniformed services, shall be eligible for military leave and re-employment rights consistent with federal and state laws.

An employee shall receive military pay for the first thirty (30) days of active duty, training, and inactive duty training. After the initial thirty (30) days, employees on active duty are eligible to continue participating in their existing benefits. Once the employee exhausts the thirty (30) days of paid military leave, employee has the option of taking the remaining military leave as paid by using employee's accrued vacation hours, in which case employee must notify HR Benefit in writing, otherwise it will be noted as leave without pay.

Upon separation from the military service, the employee shall be eligible to return to the position that the employee would have held but for military leave, or a position of like seniority, status and pay, provided that the employee is qualified to perform the job duties. If the employee cannot qualify for the new position, the employee shall be eligible to be reemployed in the former pre-service position or a position of like seniority, status and pay. The employee will be eligible for reemployment by meeting the following criteria:

1. The employee provided advance written or verbal notice of the employee's service unless the giving of such notice was precluded by military necessity or the giving of such notice was otherwise impossible to unreasonable.
2. The employee has five (5) years or less of cumulative service in the uniformed services in his or her employment relationship with the University.
3. The employee returns to work or applies for reemployment within the statutory guidelines provided below.
4. The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.



Period in military service	Timeline to return to the University
Less than 31 days	By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight (8) hour rest period. If this is impossible or unreasonable, then as soon as possible.
31- days – 180 days	The employee must apply for reemployment no later than fourteen (14) days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
181 days or more	The employee must apply for reemployment no later than 90 days after completion of military service.
Service-connected injury or illness	Reporting or application deadlines are extended for up to two years for persons who are hospitalized for convalescing.

Employees who have 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. Such paid leave may not exceed 48 hours per calendar year.

#### SCOPE

This policy applies to all regular eligible earning employees, excluding temporary employees.

#### REASON FOR POLICY

To define the leave specifications and reemployment of employees on Military Leave.

#### DEFINITIONS

TERM	DEFINITIONS
USSERA Uniformed Services Employment and Reemployment Rights Act of 1994	A law that establishes rights and responsibilities for uniformed service members and their civilian employers.



Service-Connected Disability	Refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veteran's Affairs, or (2) an individual who was discharged or released from active duty because of a service-connected disability.
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### **ROLES AND RESPONSIBILITIES**

Employees are to notify their supervisors as soon as possible of the intended leave and follow the return leave process as outlined above.

Supervisors are to immediately forward such leave to Benefits Administration to ensure a timely review and approval.

Benefits will process accordingly and notify both employee and supervisor without delay of the denial or approval.

### **RELATED RESOURCES**

USERRA – Uniformed Services Employment and Reemployment Rights  
Act Florida Chapter 115 Leaves of Absence to Officials and Employees  
Florida Chapter 115.14 Employees  
Florida Chapter 110.119 Administrative leave for military-service-connected  
disability  
Service-Connected Disability U.S.C 4211 (3); 29 U.S.C. Chapter 19, section 1503  
(27)(c)

### **CONTACTS**

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#### HISTORY

**Initial Effective Date:** July 2005

**Review Dates**(*review performed, no updates*): N/A

**Revision Dates**(*updates made to document*): August 17, 2016; April 1, 2021; May 22, 2024; May 7, 2025.