Policy:
It is the policy of Lee County to provide time off to employees for bereavement to attend funerals or memorial services, and for civic duty leave (poll worker, jury duty, witness duty, and military duty). Abuse of bereavement or civic duty leaves shall be subject to disciplinary action. Falsification of the need for bereavement or civic duty leaves shall result in immediate termination.

406:1 BEREAVEMENT

1. Regular employees may be granted, upon request and with the approval of the Department Director, bereavement leave with pay due to a death in the family. Leave may be granted for:

   a) The death of the employee's Spouse, Child, Foster Child, Parent, Legal Guardian, Sibling, Grandparent, Grandchild, Stepparent, Stepchild, Stepbrother, or Stepsister.
   b) The death of the employee's spouse's Child, Foster Child, Parent, Legal Guardian, Sibling, Grandparent, or Grandchild.

2. Paid bereavement leave is intended to provide sufficient time, within reasonable guidelines, for an employee to attend a funeral or memorial service for a loved one. The County recognizes that individuals have their own private way to mourn members of the family and may grant paid bereavement leave as follows:

   a) For the death of an employee's immediate family (spouse, child, parent or sibling), the County at its sole discretion may grant ***up to*** one (1) normal week's work schedule for bereavement.
   b) For all other individuals listed in 406:1(1)(a & b), the County may grant ***up to***:

      i) Three (3) days paid leave of absence for local bereavement.
      ii) An additional day for travel to and from the location 50 or more miles from Fort Myers (i.e. *up to* a total of five (5) days paid bereavement leave).

3. An employee may be requested to provide a statement in writing to his/her immediate supervisor giving the name of the deceased and his/her relationship to the employee, as well as the location (city & state) of the memorial. This information shall be attached to the leave request form and retained with departmental payroll records.

4. Additional bereavement leave or bereavement leave for individuals not specifically listed in this policy shall require the use of accumulated vacation leave; otherwise, the bereavement leave will be considered an unpaid leave of absence.

406:2 CIVIC & MILITARY DUTY LEAVES

406:2.1 JURY DUTY

1. When a regular employee is required to serve on jury duty, the employee shall be relieved of responsibility for his/her normal work shift, and the County shall pay the employee the amount that would have normally been received had the employee worked the time served

for jury duty (plus travel time from and/or back to the work site if the employee reported to work prior to jury duty and/or after being dismissed).

2. An employee who is required to serve on jury duty shall notify his/her supervisor or Department Director of the requirement within twenty-four (24) hours of receiving the notification to report for jury duty whenever possible, but in no event later than the beginning of the next work shift.

3. When an employee is released or excused from jury duty, the employee shall notify his/her supervisor as quickly as possible of his/her ability to return to work. At that time, the supervisor will make a determination if the employee shall return to work immediately, or for the next scheduled work shift.

4. A certification of attendance from the court is required when returning to work from jury duty.

   a) It is the employee's responsibility to request a certification of attendance from the court upon dismissal from jury duty and prior to returning to work.
   b) The certification of attendance must be submitted to the employee's supervisor, along with a leave request indicating absence due to jury duty, immediately upon returning to work.
   c) Failure to provide a certification of attendance from the court shall result in the employee not being paid for the time spent on jury duty, and that time being considered an unexcused absence from work. For exempt employees, "not being paid" shall refer only to full workweeks in which no work was performed. Otherwise, instead of a deduction from salary, the employee's vacation leave balance will be docked.

5. Payment received by the employee for jury duty, except for meals, travel, and lodging expenses, shall be endorsed to the County.

406:2.2 WITNESS DUTY

1. Any regular employee who, upon the request and for the benefit of the County attends any legal or administrative proceedings involving the County, or is subpoenaed to any legal or administrative proceeding involving the County, shall be paid as if the employee were engaged in his/her normal work.

2. A certification of attendance from the court is required when returning to work from witness duty, whether paid by the County or not, for that time.

   a) It is the employee's responsibility to request a certification of attendance from the court upon dismissal from witness duty and prior to returning to work.
   b) The certification of attendance must be submitted to the employee's supervisor along with a leave request indicating absence due to witness duty immediately upon returning to work.
   c) Failure to provide a certification of attendance from the court shall result in the employee not being paid for the time spent on witness duty, and that time being considered an unexcused absence from work. For exempt employees, "not being paid" shall refer only to full workweeks in which no work was performed. Otherwise, instead of a deduction from salary, the employee's vacation leave balance will be docked.

3. Payment received by the employee for witness duty, except for meals, travel, and lodging expenses, shall be endorsed to the County.

406:2.3 POLL WORKER LEAVE

1. Employees are eligible to request Poll Worker Leave to be served under the supervision of the office of the Lee County Supervisor of Elections. Poll Worker Leave shall be treated by the County for pay purposes as if the employee were engaged in normal work duties with his/her assigned department, and employees shall be compensated at their regular hourly rate of pay for all approved Poll Worker Leave hours in lieu of any pay offered by the Supervisor of Elections. Proof of time worked must be submitted with payroll.

2. Time away from regular assigned duties shall not conflict with operational requirements of the employee(s) department, create a need for overtime, or cause conflicts with other employees' schedules. Employees who wish to take Poll Worker Leaveshall request such leave from their department director, and such prior approval is required to be eligible for Poll Worker Leave.

406:2.4 MILITARY DUTY LEAVE (In accordance with Chapter 115, Florida Statutes)

1. An employee who is a member 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 service or military training. This 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.

2. Florida statute recognizes two types of duties within the military for a leave of absence: active service and military training.
   a) Active service: active duty in the Florida defense force or civil service in training or on active duty with any branch of the Armed Forces or Reservists of the Armed Forces, the Florida National Guard, the Coast Guard of the United States, and service of all officers of the United States Public Health Service detailed by proper authority for duty with the Armed Forces.
   b) Military training: armed forces reserve or guard training for inactive service members.

3. 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 enter active duty status, 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.

4. Employees are authorized 240 paid hours annually for military training, i.e. weekend drill, annual two weeks training, or periods of instruction at military schools for military training. Training orders issued to the employee by the military shall be provided to the employee's supervisor.
   a) Whether continuous or intermittent, such paid leave under this subsection shall not exceed 240 hours in any twelve (12) month period.
   b) Any absence in excess of 240 hours under this subsection may be covered by accrued and available vacation leave, or be an excused absence without pay.

5. 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.

6. After the 30-day period described in 406:2.3(3) above, Lee County shall supplement the military pay to bring the employee's pay to the level earned at the time he/she was ordered to active service. The supplement will be based on the calculated difference of the military base pay and the employee's gross pay with Lee County while on active service. The employee must provide a copy of their military earning statement to Payroll so they can determine if a supplement is due.