



## **ADMINISTRATIVE PROCEDURES MEMORANDUM**

### **APS 025 MILITARY LEAVE**

**DATE OF ISSUE:** June 6, 2006  
**Revised:** N/A

**MEMO TO:** All Staff

**FROM:** Director of Education

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#### **PURPOSE:**

The intent of this Administrative Procedures Memo is to provide recognition and support for those active, permanent employees enrolled as reservists in the Canadian Armed Forces. Furthermore, this policy serves the following purposes:

- Recognizes that skills acquired through reservist training are transferable into the workplace;
- To provide both moral and employer support for reservists on staff when called to duty by the Canadian Armed Forces;
- Recognizes the significant contribution and service to our community and the Canadian public in terms of emergency preparedness and security.

#### **References:**

- Sharing Our Journey
- Canadian Forces Liaison Council

#### **COMMENTS AND GUIDELINES:**

A paid leave of absence of up to ten (10) working days per calendar year for training purposes, and/or an unpaid leave of up to twelve (12) months for the purpose of responding to a call to duty by the Canadian Armed Forces for either domestic or international operations may be granted subject to the following:

- All such leaves must be approved in advance by the Superintendent of Human Resource Services or designate.
- The employee shall provide a written request supported by appropriate documentation provided by the Canadian Armed Forces.

During any paid leave of absence, any remuneration received by the reservist from the Canadian Armed Forces will be turned over to the Board. This does not include any expense allowances received.

Any time in excess of ten (10) working days shall be an unpaid leave of absence if granted per this policy.

During the leave of absence the employee will continue to accrue service credit with the Board for vacation entitlement and other purposes.

Employee benefits for which the employee was enrolled immediately prior to the leave shall as permitted under the respective insurance policies remain in effect for the duration of the leave. These benefits shall be provided at no additional cost to the employee except where required by the benefit carrier i.e., pension buyback provisions. The employee portion of benefit premiums for extended health and dental will be billed semi-annually to the employee or their designate. In addition, any benefits available through the Canadian Armed Forces such as disability and life insurance must be utilized prior to utilizing benefits available through the Board plans.

Upon return from the leave, the employee will return to their position or to another comparable position in the Board of equal or greater compensation (in the event that the former position was declared redundant during the leave).

The reservist is encouraged to request the leave as early as possible. Leaves for this purpose will not be unreasonably withheld. In the event of an immediate domestic or national emergency, the employee may seek approval for such leave retroactively.

Employees while on service are covered by the Canadian Armed Forces for the lost compensation due to occupational injury and/or illness.

Review date: