

Policy Name:	Reservist Leave Policy
Originating/Responsible Department:	Human Resources
Approval Authority:	Senior Management Committee
Date of Original Policy:	September 2009
Last Updated:	September 2024
Mandatory Revision Date:	September 2029
Contact:	Associate Vice-President, Human Resources

Policy Statement:

A Carleton employee who also serves in the Canadian Forces (“Reservist”) is entitled to an unpaid leave of indefinite length if the employee will not be performing the duties of their position due to:

- Domestic or international deployment to a Canadian Forces Operation
- Participation in Canadian Forces military skills training, or
- Treatment, recovery, or rehabilitation for a physical or mental health illness, injury, or medical emergency that resulted from participation in of the above-noted operations or activities.

The duration of the leave will depend on the operation or activity to which the Reservist is engaged, and, in the case of international operations, may include participation in both pre- and post-deployment activities.

Purpose:

Reservists serving on Canadian Forces operations have job protection upon returning from a tour of duty under the Employment Standards Act (ESA).

Scope:

This policy applies to all university employees who have worked at the university for at least two consecutive months.

Roles and Responsibilities:

- **Associate Vice-President, Human Resources:** Receives and reviews leave request and provides written notice of leave approval to the Reservist and their Manager.
- **Managers:** This can be the Reservist’s immediate (non-union) supervisor, academic chair, or an appropriate manager in the Employee’s department. Managers receive notice of the leave and notify Human Resources if necessary.
- **Reservists:** Carleton employees who have worked at the university for at least six consecutive months and are members of the reserve force of the Canadian Forces. Reservists are responsible for providing reasonable notice of any impending Canadian Forces related leaves in writing to their manager and to the Associate Vice-President, Human Resources.

Procedure:

The Reservist is required to provide reasonable notice in writing to their manager and to the Associate Vice-President, Human Resources before the beginning and ending of the leave and is required to provide proof of military service.

(1) During the leave:

- a. Seniority and length of service credits continue to accumulate where applicable.
- b. Annual leave accumulation will cease.
- c. Pension will cease, although the service is eligible to be purchased upon the return to employment under the Buy-back provisions of the pension plan.
- d. All benefits including extended health, dental, long-term disability, life and optional life insurance will cease; and
- e. Entitlement to sick leave will cease.

(2) Returning from the leave:

- a. The employee will be reinstated to the same position if it still exists or to a comparable position, if it does not.
- b. Pay and benefits will resume no later than two weeks after the end of the reservist leave. Should the employer wish to postpone an employee's return to work from their reservist leave, by two weeks the employer is obligated to allow the employee to re-start their benefits from the original date their reservist leave was scheduled to end.
- c. Benefits will not be subject to evidence of insurability or pre-existing condition clauses of the benefits contract.

Contacts:

Associate Vice-President, Human Resources

Links to related Policies:

[Ontario Employment Standards Act: Section 50.2 – Reservist leave](#)