



Canada's Capital University

<b>Policy Name:</b>	Reservist Leave Policy
<b>Originating/Responsible Department:</b>	Finance and Administration
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	September 2009
<b>Last Updated:</b>	September 2019
<b>Mandatory Revision Date:</b>	September 2024
<b>Contact:</b>	Vice President (Finance and Administration), Assistant Vice-President, Human Resources

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#### **POLICY:**

Employee reservists who have worked for the university for at least six consecutive months are entitled to an unpaid leave of indefinite length, if the employee reservist will not be performing the duties of his or her position due to a domestic or international deployment to a Canadian Forces Operation. The duration of the leave will depend on the operation to which the reservist is deployed, and, in the case of international operations, may include participation in both pre- and post-deployment activities.

#### **PURPOSE:**

Military reservists serving on domestic operations such as search and rescue operations or national disasters like flood relief or ice storms or international deployment have job protection upon returning from a tour of duty under the Employment Standards Act ("ESA"), s.o. 2000, c.41.

The term "reservist" is defined to mean a member of the reserve force of the Canadian Forces.

#### **SCOPE:**

This policy is applicable to all University departments and units.

#### **PROCEDURE:**

The employee reservist is required to provide reasonable notice in writing to his or her manager and to the Assistant 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 2 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:**

Assistant Vice-President, Human Resources

**Links to related Policies:**

Human Resources Policy

[http://www2.carleton.ca/hr/ccms/wp-content/ccms-files/hr\\_policies.pdf](http://www2.carleton.ca/hr/ccms/wp-content/ccms-files/hr_policies.pdf)