
Tab Human Resources
Authority All Departments
Subject Military Leave Policy
Related Policies
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POLICY STATEMENT The City of Guelph recognizes the vital role of the Canadian Forces and valuable contribution that Reservists make to Canada's defence and peacekeeping programs. Additionally, participation in military training and activities are viewed as a developmental opportunity in which employees will gain skills they can later apply to their jobs. For these reasons, employees who are members of Canada's Reserve Force are entitled to an indefinite, unpaid, job-protected leave while serving on domestic operations or international deployments.

SCOPE This policy applies to all City of Guelph full-time, part-time, casual and temporary employees who have worked a minimum of six consecutive months and are Reservists with the Canadian Forces.

DEFINITIONS

Reservist

A member of the reserve force of the Canadian Forces referred to in s. 15(3) of the National Defence Act of Canada.

Domestic Operations

An operation within Canada that is the result of an emergency or other situation for which the civil authorities request military assistance.

International Operations

A peacekeeping or humanitarian operation outside of Canada.

Exercises

An activity planned by the Reservist's element designed to enhance capability to operate as a team and to practice military skills under simulated or real life circumstances.

Courses

Formal training required for progression to the next rank, to obtain a special qualification, or to assume greater responsibility within the military.

Leader

City of Guelph employees in a position of supervision of other employees.

PROCEDURE

Request For Leave

Employees requesting military leave must do so in writing to their immediate supervisor and department head at the earliest opportunity. The request must indicate the nature of the leave, anticipated time period and be accompanied by proof of service. Changes to the anticipated end date of the leave must be communicated in the same manner.

Length of Leave

The duration of the leave will depend on the operation to which the reservist is deployed and may include participation in both pre or post deployment activities.

Job Protection

Upon return from leave, the employee will be reinstated to the same position they vacated if it still exists or to a comparable position if it does not. The position will be backfilled per usual City practices and within the parameters of the applicable collective agreement.

If the employee's position or a comparable position does not exist, the employee may be laid off or terminated in accordance with the applicable collective agreement, provided the layoff or termination is for reasons solely unrelated to the leave. In the case of non-union employees, termination payments would be in accordance with Employment Standards severance and Common Law provisions.

Service Date, Seniority and Vacation

Reservists' employment date will not be altered as a result of their absence. Vacation entitlement and seniority will continue to accrue normally, within the parameters of the applicable employment or collective agreement.

Compensation and Benefits

Salary, life insurance, short and long-term disability benefits will not be continued while employees are on leave. Extended health, dental and pension benefits will be maintained during the first 180 days of the military leave for the employee and applicable family members. This transition period provides an opportunity for the reservist to secure such benefits as provided by National Defence.

Beyond the 180 transition period, employees may request to have extended health and dental benefits and OMERS pension continue at their own cost providing that no contributions are made to another plan for the same period.

Information and Training

The City of Guelph will ensure leadership staff have read the policy and will make it readily available for all employees to reference.

CORPORATE POLICY AND PROCEDURE

POLICY No.

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EFFECTIVE DATE

JULY 2, 2008

REVISION

JANUARY 7, 2010

LEGISLATION

Employment Standards Act