

POLICY



CATEGORY	Administrative
SUBJECT	Military Leave
POLICY NUMBER	C32
CROSS REFERENCE	C08 Leaves of Absence
COLLEGE LEADERSHIP TEAM	
ACADEMIC COUNCIL	
January 17, 2019	
POLICY STATEMENT	
<p>Reservists are valued members of the Canadian Armed Forces (CAF) and bring tremendous value to their civilian employers. Olds College recognizes that value, and supports military leave both for training purposes and for operational leave in the event of a mission or emergency in accordance with the attached Memorandum of Understanding.</p>	
SPECIFIC GUIDELINES	
<p>Training Leave Subject to operational requirements, vacation leave or leave without pay may be granted to employees or students for military training or special duty. Normally such leave is for a period not exceeding 6 weeks.</p> <p>Operational Mission Leave Subject to operational or educational requirements, an employee or student may be granted leave where his or her services are required to meet a civil emergency, a national emergency or is called up by the Armed Forces. The leave shall be for the duration of the emergency. Normally, such leave is for a period not exceeding twelve (12) months.</p> <p>During the leave, the employee's or student's benefits will cease unless special arrangements are made prior to granting the leave. Membership in the pension plan will be maintained at the employee's discretion and the carrier's approval, at a rate normally given for the remuneration of the employee, with the schedule of payments for the employee's contribution to be agreed upon in advance of the commencement of the leave. Employees will not be entitled to sick leave or Long Term Disability coverage during their leave. Except in unusual circumstances, military leave granted under this guideline will be treated as unbroken service when calculating annual leave, sick leave or any other entitlement or benefits.</p>	
IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY	
VICE PRESIDENT Responsible for:	Corporate Services in conjunction with the Director of Human Resources.
REVIEW PERIOD:	5 Years

PROCEDURE

POLICY NUMBER AND NAME:	C32 - MILITARY LEAVE
VICE PRESIDENT Sign Off Date:	February 21, 2019

Procedures

- A. Reservists requesting military leave, shall normally initiate a request at least four (4) weeks in advance for Training Leave and normally at least twelve (12) weeks in advance for Operational Mission Leave.

- B. Leave requests are to be submitted to Human Resources.



National Défense
Defence nationale

Supporting Reservists

Reservists are valued members of the Canadian Armed Forces (CAF) and bring tremendous value to their civilian employers.

Alberta's Colleges recognize that value, and therefore, the partners of this MOU identified below agree to the following methods of support for reservists under our employ:

Military leave may be granted to an employee:

1. Where his/her services are required by the DND to meet a civil emergency, for the duration of the emergency.
2. Where during a national emergency, he/she volunteers for service or training, or is called up by the Armed Forces for the duration of the emergency.
3. Where he/she volunteers for military training, special training, or special duty for a period not exceeding six weeks.

Alberta's Colleges recognize the contribution of Student Reservists to the Canadian Armed Forces (CAF) and agree to the following accommodations:

1. Rescheduling of tests and assignments as appropriate.
2. Deferment of a semester or program if a student reservist is required for an extended deployment.

Training or deployment for reservists which exceeds six weeks will be reviewed on a case by case basis at the discretion of the College.

