

## MILITARY LEAVE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	C. People and Culture
<b>Policy Number:</b>	C32
<b>Approval Date:</b>	January 17, 2019
<b>Effective Date:</b>	January 17, 2019
<b>Policy Owner:</b>	Registrar and Director, Student Services Chief People and Culture Officer

<b>Objective:</b>	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.
<b>Policy:</b>	<p><b>Training Leave</b> 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><b>Operational Mission Leave</b> 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>
<b>Definitions:</b>	
<b>Related Information:</b>	C08 Leaves of Absence

**Related Procedures:**

C32 Military Leave Procedure

**Review Period:**

3 years

**Revision History:**

New: June 12, 2017  
Revised: January 17, 2019