Wellington Catholic District School Board

BOARD REGULATION

SECTION:	**Human Resources General**	**APPROVAL DATE:** **January 10, 2005**
SUBSECTION:	**Leaves**	
POLICY NAME:	**Military Leave**	**LAST REVISED:** **January 10, 2005**
POLICY NUMBER:	**R.HRG.R.6**	

A. ELIGIBILITY TO PARTICIPATE:

1. A full time employee enlisted with Canada's Reserve Force and with at least 12 months of service with the Board is eligible to participate in this leave plan.

B. DEFINITIONS

1. **Exercise.** A period of time, (usually two weeks) that is scheduled annually by the employee's Reserve Force element (Naval, Army, Communication or Air).

2. **Trade or Occupational Training.** A period of two weeks or more which is required for the employee to progress in his/her chosen military trade or occupation. This includes courses that are not trade-specific but may be required for progression in the reserve organization, including courses required for promotion to their next rank or courses or assignments that are required prior to assuming greater responsibility within their Reserve Force element.

3. **Domestic Operation.** These types of operations can be classified as:

   a) *Emergency*. An event within Canada that has resulted in the Armed Forces (including the Reserve) being called in to assist civilian authorities. (For example, floods, severe weather disruptions, forest fires, search and rescue, civil disruptions, etc.).
   b) *Non-Emergency*. A specific operational training within Canada that the Reserve employee requests as part of their overall acquisition of military skill within their element (e.g., domestic sea operations involving Canada's Naval Reserve).

   For purposes of this policy, activities such as parades or other special events will be considered under "Domestic Operations", even though they may not all take place in Canada.

4. **International Operation.** An event occurring outside of Canada that involves the Canadian Forces (including the Reserve Force), most notably peacekeeping and other humanitarian operations.

C. PAY AND BENEFITS

1. Pay and benefits will be maintained for the employee for the duration of an Exercise.

2. During Trade/Occupational Training the Board will maintain the employee's pay and benefits for a period not exceeding two weeks. While the Board will protect the employee's job for periods exceeding two weeks, the company cannot guarantee that certain benefits will not be affected. Depending on the anticipated length of the leave, benefits such as pension, sick leave, life insurance, long term disability, etc., will be maintained at their current levels providing the employee makes the necessary arrangements for payment of the employee's share.

3. During Domestic Operations pay and benefits will be maintained for operations not exceeding two weeks. For periods exceeding two weeks, maintenance of benefits coverage is the employee's responsibility.

4. When involved in International Operations, the Board will protect the job of the employee while they are serving as part of an international operation; however, this leave will be considered a "leave of absence without pay". Under normal circumstances, benefits that the employee normally enjoys will not be maintained unless arrangements are made in advance by the employee to cover their costs. This can be done through a series of post-dated cheques or lump sum payment prior to departure.

5. Should the employee receive a regular wage and/or salary from Canada's Reserve Force for participation in an Exercise, Trade or Occupational Training, or Domestic Operations such funds will be directed by the employee to the Board.

D. MISCELLANEOUS

1. Employees on military leave for exercises, trade/occupational training or domestic operations are eligible for job postings, provided the military leave does not exceed a period of two weeks. Employees on military leave for international operations may not be eligible for consideration under the job posting program until they have returned to work on a full-time basis unless special arrangements are made prior to the employee's departure.

2. Seniority is not affected by military leave periods for exercises, trade/occupational training, domestic or international operations. For seniority purposes, the employee will be considered to have been employed throughout their leave period.

3. Vacation entitlement is not affected by military leave for exercises, trade/occupational training or domestic operations of two months duration or less.

E. PROCEDURE FOR REQUESTING LEAVE

1. All requests for a military leave of absence will be directed in writing to the Administrator of Human Resources sufficiently before the date of the requested absence. The correspondence will state the period of leave required and specify if the purpose of the leave is to participate in exercises, trade and/or occupational training, a domestic operation or in an international operation.

2. The Board shall also request a copy of the employee's confirmation document and/or a letter from the unit Commanding Officer attesting to the nature of the leave and the duration requested.

3. It is recognized that requirements for notice of leave for personnel participating in domestic or international emergencies may sometimes occur on short notice and written requests may not be possible.

4. The Human Resources Department will inform the employee, the appropriate superintendent, and the Business Department of the decision of the Board regarding the military leave request.