



ADMINISTRATION POLICY:

Military Leave for Reservists

Policy number:	HR-TR-001 (B)
ALT report:	N/A
Approved by:	City Manager
Effective date:	2018 / 01 / 01
Next revision due:	2021 / 12 / 31
Department/BU:	Corporate Services / Human Resources (Total Rewards Division)

BACKGROUND

The Reserve Force of the Canadian Armed Forces, our part-time military, is voluntary, and employer support is legislated through the Alberta Employment Standards Code. The contributions of the Reserve Force's international peacekeeping efforts and domestic relief operations are seen as a benefit to all Canadians. The Corporation of The City of Calgary ("The City" or "City") values the training and experience provided to Reservists and recognizes the enhanced technical and leadership skills which benefit them as municipal employees. The City also recognizes that while paid as Reservists, the Reservists' pay may be significantly less than they would be paid in their civilian jobs.

PURPOSE

The purpose of this policy is to ensure The City is compliant with the Government of Alberta Employment Standards Code and to help ensure that our employees who serve in the military reserves are able to do so without detriment to their careers or financial hardship to their families.

DEFINITIONS

Reservist: a member of the Reserve Force, which consists of officers and non-commissioned members who are enrolled for other than continuing, full-time military service when not on active service.

Reserve Force: members of the Canadian Armed Forces who are enrolled for other than continuous full-time military service under the National Defence Act (Canada). The Reserve Force consists of: the Primary Reserve; the Canadian Rangers; the Cadet Organization, Administration and Training Service; and the Supplementary Reserve.

POLICY

1.0. Scope/Exceptions

1.1 Scope

This policy applies to employees (full-time and part-time) of The City. The Military Leave for Reservists provisions are meant to cover full-time absences for training, domestic relief and / or military operations that require the Reservist to be away from work during regular working times.

1.2 Exceptions

The policy is not meant to cover Reservist activities during non-scheduled working hours.

2.0. Responsibilities

- 2.1. Human Resources** (HR) develops and maintains the Military Leave for Reservists policy in accordance with direction received from Council and the City Manager. In addition, HR administers employee pay and benefits in accordance with the policy for any Reservist with an approved Military Leave for Reservists under this policy.

Employees submit requests for a leave of absence under this policy with a minimum of 4 weeks' notice. In addition, employees submit written notice of the day they intend to return to work or notification that the employee will not be returning to work in accordance with the Ending Leave provision in the [Alberta Government Reservist leave policy](#).

- 2.2. Business Unit Directors** review and approve requests for leaves of absence in accordance with this policy and operational needs in accordance with Section 3.

3.0 Core Policy Statements

- 3.1.** Employees who are Reservists refer to this policy to request leaves of absence for training, domestic relief and/or military operations that require the Reservist to be away from working during regular work hours. Employees who are not Reservists should refer to the Leave of Absence policy #HR-LR-003 (A).

- 3.2.** Subject to the provisions of an applicable collective agreement or the Exempt Staff Policy where it is different:

3.2.1. In the granting of a Military Leave for Reservists, the conditions applicable to such leaves will be in accordance with the Government of Canada regulations, the Government of Alberta Employment Standards Code and any regulations passed by The City relative to City pensions and group insurance contributions.

- 3.2.2. The following table outlines the procedures for applying for and approving a leave in order for an employee who is a Reservist to participate in Reservist training, domestic relief operations, peacekeeping duties, or military operations under this policy.

Permanency Status (full-time or part-time)	Number of Consecutive Weeks Worked for The City	Leave With or Without Pay	Business Unit Director Approval
Permanent	At least 26	With	Will grant a leave for a period up to 24 months or end of deployment, whichever comes first
Permanent	Less than 26	With	May grant a leave for a period up to 24 months or end of deployment, whichever comes first
Not Permanent	At least 26	Without	Will grant an unlimited leave or end of deployment, whichever comes first
Not Permanent	Less than 26	Without	May grant an unlimited leave or end of deployment, whichever comes first

- 3.2.3 During the approved leave period, for an employee who is permanent, The City will harmonize pay and benefit coverage with the Government of Canada to ensure continuity of regular salary, benefits, and pension as well as the continuation of service accumulations for seniority and vacation. The actual method of pay and benefit harmonization will vary over time as determined by the administrative requirements of the Government of Canada and / or The City.

- 3.2.4 During the approved leave period, for an employee who is not permanent, The City will continue to pay the employer's share of health and dental benefits. In addition, at the conclusion of the leave, if the employee elects to immediately buy-back his / her pension, The City will contribute the employer's share of the purchased pension to a maximum of one year of service during an employee's career.
- 3.2.5 Prior to commencing an approved military leave under this policy, an employee must contact the HR Support Services to obtain information regarding benefit options and meet with Pay Services to complete the appropriate documentation to ensure continuation of pay and benefits.

4.0. Consequences of Non-Compliance

- 4.1. Reservists on a Military Leave for Reservists who misrepresent their military pay for the purposes of calculating harmonization or who receive full City pay during their leave under this policy but then subsequently fail to remit all or part of their military pay earned during the leave to The City will be subject to the following:
 - 4.1.1. Disciplinary action, up to and including dismissal; or
 - 4.1.2. Forfeiture of The City pay earned during the leave as well as the right to any subsequent paid leave under this policy; or
 - 4.1.3. A combination of the above and / or other action.
- 4.2. If an employee does not give notice as outlined in Subsection 2.1, The City may postpone the return to work for up to 4 weeks from the date that the employee informs The City of his / her intention to return to work, and the employee will be considered to remain on Military Leave for Reservists until he / she returns to work.

SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

References to related corporate-wide procedures, forms and resources

- [myCity](#) intranet website

References to related [Council policies](#), bylaws and [administration policies](#)

- Exempt Staff Policy (Administration Policy HR-LR-006)
- Leave of Absence Policy (Administration Policy HR-LR-003 (A))

References to related Government of Canada regulations and the Government of Alberta Employment Standards Code

- [Alberta Government Reservist leave](#)
- [Leave With and Without Pay - Reserve Forces Training and Activities - Canada.ca](#)
- [The Compensation for Employers of Reservists Program \(CERP\) | Canadian Forces Liaison Council](#)

REVISION HISTORY

Review Date	Description
2019 06 04	Revisions made to length of leave for leaves without pay
2018 12 27	Revisions made to provide clarity in the definition of Reservist
2018 10 16	Revisions made to comply with Alberta Employment Standards and minor housekeeping
2014 12 09	Reviewed and minor revisions made to comply with Alberta Employment Standards
2010 09 27	Reviewed and no revisions made
2008 03 04	Clarified eligibility of permanent part-time employees
2007 09 01	New policy