

HUM-001-031

Military Leave

Date of Approval by Council: 07/03/01**Resolution No:** 542/2001**Lead Role:** Chief Commissioner**Replaces:** n/a**Last Review Date:** November 17, 2006**Next Review Date:** 11/2009**Administrative Responsibility:** Human Resources

Policy Statement

Strathcona County supports Canada's Reserve Force and its members. The skills, training and development received by reservists will be relevant and beneficial to the County workplace. To that end, Strathcona County will provide a leave of absence to regular employees who are members of the reserve component of the Canadian Forces, when absence from work is necessary for military training or for participation in an operational mission.

A.**B. Guidelines**

C. Military Training

1. A maximum of 2 weeks continuous leave will be granted annually to employees who are members of the reserve force for military training or equivalent duty.
2. The leave will be granted with pay (Strathcona County will pay the difference between any military salary that is less than the employee's normal Strathcona County salary).
3. This leave will normally be in addition to annual vacation leave.
4. Special consideration will be given to employees requiring leave for military training exceeding 10 working days in any one year, subject to work place requirements.
5. Leave granted for military training will be treated as unbroken County service for the purposes of calculating vacation leave, sick leave or any other entitlements or benefits including Local Authorities Pension Plan.

D. Operational Mission

1. A maximum of 12 months leave of absence without pay will be granted by the Chief Commissioner to employees in the reserve who are selected for extended, full time service on peace keeping or other missions.
2. The employee must provide written notice to their manager at least 12 weeks before such leave is to begin.

3. During leave for extended military duties, employees will not earn vacation or sick leave. Benefit coverage may continue provided the employee pays the entire benefit premium. Membership in the Local Authorities Pension Plan may continue as well.
4. Strathcona County employment will be considered to be continuous during leaves for extended military duties and the employee's seniority date will not be affected.
5. The employee's anniversary date will be adjusted for evaluation and performance review purposes only.
6. Employees returning from an extended military leave will return to the same position they held before the leave commenced.