

Passed By Council on: 11/15/1993

Purpose

To provide employees of the City of St. John's who serve as Military Reservists, approved leave from their employment to serve on Peacekeeping duties and to ensure employees do not suffer from loss of pay or benefits.

Policy Statement

1. The City of St. John's shall grant military leave of absence to an employee during a state of general emergency to serve on Peacekeeping duties with the Canadian Forces Reserve.
2. Requests for such leave must be submitted in writing to the Director of Human Resources a minimum of two (2) months in advance of such leave, together with a copy of a letter from their Military Unit specifying the duration and site of the active duty.

3. Such approved leave will be granted for up to twelve (12) months at any one time under the following conditions:

A. Provided they remain resident in Canada, group insurance coverage for the dependents of the employee will remain in place for the duration of the leave. However, according to Group Insurance Contracts presently in force with the City of St. John's, coverage for the employee terminates once an employee becomes a member of the Armed Forces serving in a war zone.

B. The leave will count as pensionable service.

C. The leave shall be without pay however, if necessary the employee's pay from military sources will be topped up by the City to his/her normal net pay level.

4. Provided that the Department Head in conjunction with the Director of Human Resources agree, any employee who qualifies for Military Leave shall be entitled to time off without pay and benefits up to a maximum of fourteen (14) consecutive calendar days per annum for Reserve Training. This training shall be in addition to the holidays contained in the Collective Agreements in place with the City of St. John's.

Reserve Training = the two (2) week concentrated field manoeuvre training for naval, air, and army reserves.

Special consideration will be given to employees requiring leave for Military Training exceeding this fourteen (14) days in any one year. This leave may last up to two (2) weeks but will depend on the availability of replacements.

5. Should military training coincide with an employee's annual leave period the employee may (a) obtain permission to go on vacation at another time; or (b) request to be considered on vacation at that time.

6. During such leave, the employee will suffer no loss of seniority and will retain the right of any future pay increases.
7. The employee will not be entitled to Sick Leave benefits or LTD coverage while on active duty or military training.
8. In case of active service, the employee must return to his/her employment within three (3) months of the date of their discharge from the Canadian Armed Forces or Merchant Marines. Employees shall give a written two (2) week notice of intention to return to work.
9. Either the notation "Service in Reserve Forces" or "Training in Reserve Forces" will be used to indicate the absence of an employee on military training or Leave of Absence for active duty.
10. The laws and regulations relative to military service are subject to change from time to time. This policy ensures that the treatment of employees entering military service will conform with such applicable laws and regulations.

Application

Responsibilities

Department of Human Resources.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee Report, February 29, 1996; Regular Meeting of Council, November 15, 1993 and March 11, 1996.

Review Period

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