

Title: MILITARY & EMERGENCY RESCUE LEAVE POLICY		Number: 8015
Reference: Corporate Services – June 26, 2000	Adopted by City Council: July 10, 2000	Supersedes:
Prepared by: HUMAN AND MATERIAL RESOURCES DEPARTMENT		

STATEMENT

THE CITY IS COMMITTED TO SUPPORTING EMPLOYEES WHO ARE MEMBERS OF THE RESERVE COMPONENT OF THE CANADIAN FORCES AND CIVILIAN SEARCH AND RESCUE ASSOCIATIONS.

PRINCIPLES

1. The Board of Commissioners will consider requests for a leave of absence without pay to permanent employees who are members of the Reserve component of the Canadian Armed Forces when absence from work is necessary for military training or participation in an operational mission.
2. The City will provide leave of absence without pay or will agree to the use of accrued holidays or overtime for permanent employees who are members of a civilian Search and Rescue Association when absence from work is necessary due to a formal call from the Police or Royal Canadian Mounted Police.
3. Leave granted under this policy will be treated as an unpaid leave of absence with those entitlements as defined in applicable collective agreements, corporate policy and the various policies with employee benefit and pension plan carriers.
4. Military Training
 - (a) An annual leave of absence, of up to two weeks without pay, will be considered for permanent employees who are members of the Reserve Force for military training or equivalent duty.
 - (b) Special consideration may be considered for permanent employees requiring leave for military training exceeding ten working days in any one year. This leave without pay may last up to two additional weeks but will depend on the availability of competent replacements.
5. Operational Mission

A maximum of 12 months leave of absence without pay will be considered for employees who are members of the Reserve Force and are selected for extended, full-time service on peacekeeping or other missions. Reservists shall give the City a minimum of 12 weeks advance notice.

6. Other Military Leave

All requests for other military leave (e.g., Supplementary Ready Reserve) shall be submitted to the Board of Commissioners for consideration. Each request shall be considered on its own merits.

7. Emergency Search and Rescue Leave

Granting of leave without pay or agreeing to use of accrued holidays or banked overtime may be pre-empted in cases where the Local Emergency Response Plan has been, or may be, implemented.