

MILITARY TRAINING LEAVE PROCEDURES

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
Effective:	March 8, 1994
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to provide short-term leave of absence without pay to regular employees who are members of the Reserve Component of the Canadian Forces, when their absence from work is necessary for military training, subject to SAIT's operational requirements.

PROCEDURE**PROCEDURE**

1. A minimum of two weeks continuous leave without pay may be granted to employees who are members of the Reserve Force for military training or equivalent duty, subject to the exigencies of service in their position at SAIT as determined by the manager of the school/department or vice president of the division concerned. The employee must apply for leave at least two weeks in advance of the anticipated commencement of such leave.
2. Such leave shall be in addition to annual vacation leave.
3. Special consideration maybe given to employees requiring leave for military training exceeding ten working days in any given year. This additional leave without pay may last up to two weeks but shall be contingent upon the exigencies of service, discussed in paragraph 1, and the availability of a competent replacement, as assessed by the manager of the school/department or vice president of the division concerned.

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4. Military leave granted under these guidelines shall be considered as unbroken civilian service when calculating annual leave, sick leave or any other entitlements or benefits. Certain benefit payments, including long-term disability insurance payments, will be subject to subrogation against any third party payments made to the individual concerned.
5. Employees granted leave without pay under these guidelines may, subject to pension legislation, make up any missed contributions to pension plans that fall due during their period of absence.

POLICY/PROCEDURE REFERENCE

HR.3.3 Military Leave – Short Term policy

PROCEDURE

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