

**MILITARY OPERATIONS LEAVE PROCEDURES**

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| Section:     | Human Resources (HR)  |
| Subject:     | Leaves (Paid and Unpaid)                                      |
| Legislation: |   |
| Effective:   | March 8, 1994   |
| Revision:    | August 1, 2003 (reformatted); September 1, 2016 (reformatted) |

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to provide long-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 participation in an operational mission, subject to SAIT's operational requirements.

**PROCEDURE****PROCEDURE**

1. A maximum of 12 months leave without pay may be granted to employees who are members of the Reserve Force and who are selected for extended full-time service on peacekeeping or other operational missions, 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 where possible at least 12 weeks in advance of the anticipated commencement of such leave.
2. During leave for extended military duties, no employee benefits will remain in effect unless the employee makes special arrangements in advance of the leave. Membership in the pension plan will be maintained at the employee's discretion, at a rate normally given for the remuneration of the employee, with the schedule of payments for the employee's contribution to be agreed upon in advance of the commencement of the leave. Employees will not be entitled to sick leave or long term disability coverage.

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3. SAIT employment will be considered to be continuous during such leave.

## **POLICY/PROCEDURE REFERENCE**

HR.3.4            Military Leave – Long Term policy

**PROCEDURE**

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