

## MILITARY (RESERVIST) LEAVE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	G. People & Culture
<b>Parent Policy:</b>	G13
<b>Approval Date:</b>	March 15, 2024
<b>Effective Date:</b>	March 15, 2024
<b>Procedure Owner:</b>	Chief People & Culture Officer Registrar & Director, Student Services

<b>Overview:</b>	Olds College of Agriculture & Technology (the “College”) recognizes the important role of the Reserve Force of the Canadian Armed Forces (CAF). The following procedure is designed to support both employee and student reservists through their unique requirements of a leave during employment or studies.
<b>Procedures:</b>	<p><b>Staff &amp; Faculty Military Reservist Leave</b></p> <p>A leave of absence without pay may be granted to an employee in accordance with the appropriate Collective Agreements or Terms of Employment. In accordance with the duties outlined under the <i>Employment Standards Code of Alberta (Division 7.1)</i>, this procedure applies to military reservist personnel employed by the College.</p> <ol style="list-style-type: none"> <li>1. Requesting a Military (Reservist) Leave without pay:             <ol style="list-style-type: none"> <li>a. Employees who are members of the Reserve Force of the Canadian Armed Forces and have been employed at least 12 consecutive weeks may request a leave of absence without pay for Canadian Armed Forces operations or activities:                 <ol style="list-style-type: none"> <li>i. Where such services are required to meet a civil emergency for duration of the emergency;</li> <li>ii. Where, during a national emergency, the individual volunteers for service or is conscripted into the Armed Forces for the duration of the emergency;</li> <li>iii. Where the individual volunteers for military training, special training or special duty; or</li> <li>iv. Other allowed operations and activities as defined in the <i>Employment Standards Code of Alberta (Division 7.1)</i>.</li> </ol> </li> <li>b. Employees must submit the appropriate Application for Leave Without Pay form to their immediate supervisor. When possible, it is requested that the employee submit this form no later than four (4) weeks prior to the start of the leave.                 <ol style="list-style-type: none"> <li>i. If an employee is not able to provide four (4) weeks of notice due to emergency or urgent circumstances, the employee must notify in writing about the reservist leave as soon as reasonably possible.</li> </ol> </li> </ol> </li> </ol>

- c. Employees may be required to provide proof that they are entitled to leave. The College may request proof that includes an indication that the employee is taking part in an operation of activity that qualifies for leave, the day on which the leave starts, and the estimated length of service.
  - d. The employee must inform via writing (email) notice of a change in the length of leave as is reasonable.
  - e. When Military (Reservist) Leave is approved, the employee shall not be required to forfeit their vacation entitlements as outlined in the employees respective Collective Agreements or Terms of Employment.
2. Benefits and services:
- a. During an approved leave, the employee's benefits will cease unless special arrangements are made prior to granting the leave.
  - b. Membership in an applicable pension plan will be maintained at the employee's discretion and the carrier's approval, 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.
  - c. Employees will not be entitled to sick leave or long term disability coverage during their leave.
  - d. Military leave granted under this guideline will be treated as unbroken service when calculating annual leave, sick leave or other entitlement or benefits.

#### **Student Military (Reservist) Leave**

In recognition of the participation of Olds College students in the Canadian Armed Forces, the following procedure supports a student's temporary leave from a program to accommodate participation in operations and activities.

1. Students will connect with the Office of the Registrar to begin discussions related to a leave from their program to accommodate their participation in Canadian Armed Forces or Canadian Reserve Forces operations and activities.
2. Students must disclose their requirement to participate in an activity that requires a leave from their academic studies. The Office of the Registrar will assess the details of the requested leave (duration, timing, other) to assess the impact on any courses the student is currently enrolled in.
  - a. Long-term leave:
    - i. In the event that a leave occurs during a period of study and the leave impacts the student's successful completion of required courses and outcomes, the Office of the Registrar may offer a withdrawal from a course(s) or program with a refund of course tuition for those impacted courses due to the leave.
    - ii. The Office of the Registrar will work with the student to develop a modified program plan based on the impacts of the leave request. A leave will not impact a student's ability to complete a program of study but may cause an extension in length of the program to accommodate the leave.
    - iii. The student will remain an eligible student at the College and be offered courses in their program of study at the next available intake.
  - b. Short-term leave:

<b>Definitions:</b>
<b>Related Information:</b>
<b>Review Period:</b>
<b>Revision History:</b>

	<ul style="list-style-type: none"> <li>i. In the event that a leave occurs during a period of study and the leave does not directly impact a student’s ability to complete their courses, a student may remain enrolled in that term/course.</li> <li>ii. The Office of the Registrar will connect with the program area and Dean to assess impacts on a short-term leave of absence and options that can be explored by the student to continue their studies following their short-term leave.</li> <li>iii. Approval of this type of leave will be based on an assessment with the student’s program and the Office of the Registrar to ensure the student has the necessary supports and services to be successful following return from their leave.</li> </ul> <ul style="list-style-type: none"> <li>3. The Office of the Registrar will notify the program area of the temporary leave of absence from the program of study.</li> <li>4. Upon completion of a leave, the student must notify the Office of the Registrar in writing to indicate their desire to return to studies.</li> </ul>
	<b>Reservist:</b> A member of the Reserve Force, which consists of officers and non-commissioned members enrolled in Military service.
	G12 Leaves of Absence <a href="#">Student Reservist - Military Leave Form</a>
	3 years
	New: June 2017 Revised: February 2019 Revised: March 2024