

6.P-2019: Military Leave

1. Overview

- 1.1 Military leave without pay shall be granted to an employee where the employee's services are required by the Canadian Department of National Defense.

2. Eligibility

- 2.1 All permanent salaried full-time & part-time employees who have been employed with St. Mary's for at least 12 consecutive weeks are eligible for this unpaid leave.

3. Guidelines & Procedures

- 3.1 Military leave without pay shall be granted to an employee where the employee's services are required by the Canadian Department of National Defense for approved activities governed by Alberta Labour Standards.
- 3.2 An employee may take Reservist leave for the following operations or activities:
 - 3.2.1 deployment to a Canadian forces operation outside Canada
 - 3.2.2 deployment to a Canadian forces operation inside Canada that is assisting with an emergency or the aftermath of an emergency
 - 3.2.3 annual training, included related travel time
 - 3.2.4 other operations set out as such in the Employment Standards Regulation by the Minister
- 3.3 Participation in pre- or post-deployment activities in connection with an operation is also considered part of deployment for the operation.
- 3.4 During military leave, the employee may maintain benefit coverage by paying 100% of the employee and employer premium costs for the benefits they choose to keep.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
President's Council	Human Resources	September 2019	May 24, 2023

4. Reporting Process

- 4.1 The employee shall advise their immediate supervisor and Human Resources of the circumstances as soon as reasonably possible, a minimum of 4 weeks written notice detailing the day on which the leave starts, and an estimate of the time that the employee expects to be absent from duties. Employees on leave must also provide written notice of their intention to return to work as soon as possible and a minimum of 4 weeks' notice.