

CODE: FJE.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Leaves of Absence - Military Service

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2015)

REGULATION

A. GENERAL

This regulation applies to leaves of absence for Division staff to fulfill commitments with the Canadian Military.

B. CONDITIONS

1. A leave of absence for military service of up to 10 days in duration shall be granted annually. When such leave is granted, the following conditions shall apply.
 - a. If the staff member will be provided financial compensation while on leave, of an amount that is less per day than the staff member's regular daily rate of pay, the leave will be granted with salary and benefits less the cost of a replacement supply staff member, whether or not a replacement supply staff member is required.
 - b. If the staff member will be provided financial compensation while on leave, of an amount per day that is equal to or more than the staff member's regular daily rate of pay, and the compensation is retained by the staff member, the leave will be granted without salary but with benefits. For pension purposes, the staff member may submit, to the Division, an amount equal to the staff member's regular daily rate of pay per day of leave, in which case the leave would be granted with salary and benefits less the cost of a replacement supply staff member, whether or not a replacement supply staff member is required.
 - c. If the staff member will not be provided financial compensation, leave will be granted with full salary and benefits.
2. When a leave of absence for military service in excess of 10 consecutive work days is granted, the days of leave in excess of 10 will be without salary and benefits.
3. For salary increment purposes, one day of military service during a leave of absence from the Division will be considered equivalent to one day of work with the Division.

REFERENCES

FA.BP - Human Resources Framework