

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

MILITARY LEAVE WITH PAY

NUMBER

A1450

DEPARTMENT

CORPORATE SERVICES

DELEGATED AUTHORITY

**GENERAL MANAGER, CORPORATE
SERVICES**

CONTACT

DIRECTOR, LABOR RELATIONS, 496-6535

DEFINITIONS

DATE

APRIL 17, 2008

Active Service - Participation in: Reservist training, domestic relief operations, peacekeeping duties or international military operations that requires the Reservist to be away from work during regular working hours.

Employee Regular Pay - The regular rate of pay specified for the permanent position held by the employee with the City of Edmonton, up to a maximum of \$65,000 annually.

Reservist Net Pay - Regular monthly rate of pay received by the employee, while in Active Service with the Canadian Reserve Force, less the required statutory deductions and less any employee-paid contributions.

PROCEDURES AND GUIDELINES

Eligibility

All permanent full-time City of Edmonton employees may apply for a Military Leave with Pay when called into Active Service with the Canadian Reserve Force. An employee who does not have permanent full-time employee status, but who is a member of the Canadian Reserve Force may apply for a Leave of Absence without Pay if called into Active Service.

Eligible employees called into Active Service may apply for a Military Leave with Pay. Such request must be in writing, and must include commencement and termination dates of the leave. The employee's request for leave shall be given to the employee's Department Head, with as much notice as reasonably possible.

The Department Head shall notify the employee of their decision to approve or deny the leave, in writing, within five (5) days of the date the employee made the written request for leave.

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Duration of Leave:

Subject to the operational requirements of the Department, the Department Head or Designate may grant a leave of absence with pay for Active Service up to 12 months. A leave of absence in excess of twelve months will require the approval of the City Manager.

Employee Regular Pay will be charged to the Department for which the employee normally works.

Benefit Plan Continuation:

The following provisions are conditional upon the employee providing the Supervisor, Pay Processing, Employee Service Centre with proof of their Reservist Net Pay and assigning that Reservist Net Pay to the City.

- (a) While on a Military Leave with Pay, Employee Regular Pay continues.
- (b) The employee shall continue to participate in the City's: Supplementary Health Care Plan; Dental Plan; Group Life Plan; Dependent Life Plan; and Health Care Spending Account. Participation in the City's Short Term Disability Plan, Long Term Disability Plan and Optional Group Life will cease the first day of the Military Leave with Pay.
- (c) Participation in any pension plan shall also be continued for the duration of the leave.
- (d) The City will continue to pay its share of any premiums, while the employee share of any premiums will continue to be deducted from the Employee Regular Pay.

During the Military Leave with Pay, if the Reservist Net Pay (including any disability amount payable by the Canadian Reserve Force) varies by more than \$100 per month, the employee shall submit proof of the revised Reservist Net Pay within thirty (30) calendar days so that the assignment of the Reservist Net Pay can be adjusted.

Participation in the City's Short Term Disability Plan, Long Term Disability Plan and Optional Group Life shall recommence upon the employee actively returning to work at the City for a period of 10 consecutive working days.

Employees shall continue to earn vacation credits for the first 12 months of the leave. Vacation accrual will cease in the 13th month of the Military Leave with Pay. Any unused vacation credits shall be held in the employee's vacation bank, for utilization upon their return to work.

If the employee chooses to take military leave coincident with vacation leave, the employee shall only receive vacation pay from the City. In this situation the employee may keep the salary provided by the Canadian Armed Forces.

Non-Compliance:

In the event an employee who has requested, or is on a Military Leave with Pay *deliberately* misrepresents their Reservist Net Pay, they will be subject to discipline up to and including termination. Failure to assign all or part of the Reservist's Net Pay within thirty (30) calendar days of receiving the Net Pay may result in a suspension or forfeiture of the Employee Regular Pay.