

RESERVIST POLICY			
Effective Date	September 5, 2017	Policy Type	Administrative
Responsibility	Director, Human Resources	Cross-Reference	
Approver	Executive Council	Appendices	
Review Schedule	Every 5 years		

1. Policy Statement

- 1.1. Grande Prairie Regional College supports employees who have a desire to participate as a Reservist in the Canadian Military.

2. Background

- 2.1. As a peacekeeping nation, Canada relies on individuals that act as Reservists, who have employment and may be deployed to provide service both internationally and domestically.

3. Policy Objective

- 3.1. To provide conditions governing leave approval for GPRC employee(s) who are members of the Canadian Military Reserve Force to maintain operational readiness and when deployed to a military operation outside of Canada or inside Canada to assist with an emergency.

4. Scope

- 4.1. This Policy applies to all GPRC employees who have been employed for a period of at least 26 consecutive weeks before being entitled to leave.

5. Definitions

- 5.1. "Reservist" is a member of the reserve force of the Canadian Forces as defined in the National Defence Act (Canada).

6. Guiding Principles

- 6.1 A job-protected, leave without pay may be granted to employees who are members of the Reserve Force and are selected for extended full-time service on peacekeeping or other operational missions, subject to the exigencies of service in their position at Grande Prairie Regional College as determined by the Immediate Supervisor with support of the appropriate Vice-President and in consultation with Human Resources.
- 6.2 A reservist is also entitled to unpaid leave of up to 20 days each calendar year to participate in annual training. The days off for annual training may be taken non-consecutively.
- 6.3 The employee must apply for leave in writing, through the Director, Human Resources and their Immediate Supervisor, where possible at least four weeks in advance of the anticipated commencement of such leave.
- 6.4 Short term leaves (20 days) reservist will be on unpaid leave, however all benefits will remain in effect.

6.5 During leave for extended military duties (deployment), no employee benefits will remain in effect unless special arrangements are made in advance of the leave by the employee. Employees will not be entitled to sick leave or Long Term Disability coverage.

6.6 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.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none">Approve and formally support this policy.
Director, Human Resources	<ul style="list-style-type: none">Develop, maintain and oversee the implementation of this policy

8. Exceptions to the Policy

8.1. Exceptions to the guiding principles in this Policy must be documented and formally approved by the Director, Human Resources.

8.1.1. Policy exceptions must describe:

8.1.1.1. the nature of the exception; and

8.1.1.2. a reasonable explanation for why the policy exception is required.

9. Inquiries

9.1. Inquiries regarding this Policy can be directed to the Director, Human Resources.

10. Amendments (Revision History)

10.1. Amendments to this Policy will be published from time to time and circulated to the GPRC Community.