

Administrative Standard

Reservist Leave

Program Impacted	Employee Experience & Safety <i>The City of Edmonton's staff are safe and supported to achieve their aspirations and deliver excellent services.</i>
Approved By	Deputy City Manager, Employee Services
Date of Approval	March 7, 2022
Approval History	April 17, 2008 (A1450 Military Leave With Pay)
Next Scheduled Review	March 7, 2025

Processes

1. Entitlement
 - 1.1. As per the Alberta Employment Standards Code, an employee who has completed at least 12 consecutive weeks of employment with the City and is a reservist is entitled to reservist leave.
 - 1.1.1. All permanent City of Edmonton employees are entitled to reservist leave with pay when called into active service with the Canadian Reserve Force. An employee who does not have permanent 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.
 - 1.1.2. An employee who intends to take reservist leave must give the City at least 4 weeks' written notice, or as much notice as is reasonable and practicable in the case of deployment under urgent circumstances. Such notice must be submitted in writing to the employee's Branch Manager, and must include the commencement and the estimated or actual date of return to work as per s. (4) of the Alberta Employment Standards Code.
 - 1.1.3. The Branch Manager shall approve reservist leave for an employee to take part in the operations or activities as set out in s. 53.2(1) of the Alberta Employment Standards Code, and shall notify the employee of their decision in writing.
 - 1.1.4. The Branch Manager's written reply shall be provided within five (5) days of the date the employee provided written notice.
 - 1.2. All other requests for reservist-related leaves not specifically outlined in s.53.2(1) of the Alberta Employment Standards Code shall be reviewed in accordance with City Directive A1106B - Leave of Absence Without Pay.

2. Duration of Leave

- 2.1. Approved reservist leave shall be for a duration of up to 12 months. Reservist leave in excess of twelve months will require the approval of the City Manager.

3. Pay and Benefit Plan Continuation

- 3.1. While on a reservist leave, an employee's regular pay continues and is charged to the Department for which the employee normally works. The employee is then required to assign the reservist net pay they earn during their leave to the City.
- 3.2. The following provisions are conditional upon the employee providing their Supervisor, and the Employee Service Centre with proof of their reservist net pay and assigning that reservist net pay to the City.
 - 3.2.1. 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 reservist Leave.
 - 3.2.2. Participation in any pension plan shall also be continued for the duration of the leave.
 - 3.2.3. 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's regular pay.
- 3.3. During the reservist leave 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.
- 3.4. Participation in the City's Short Term Disability Plan, Long Term Disability Plan and Optional Group Life shall re-commence upon the employee actively returning to work at the City, unless the employee became disabled while on the reservist leave, in which case, they must return for a period of 10 consecutive working days to qualify for these benefits.
- 3.5. 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 reservist leave. Any unused vacation credits shall be held in the employee's vacation bank, for utilization upon their return to work.
- 3.6. If the employee chooses to take reservist 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.

4. Non-Compliance

- 4.1. In the event an employee who has requested, or is on a reservist leave deliberately misrepresents their reservist net pay, they will be subject to discipline up to and including termination. Failure to

assign all or part of their reservist net pay within thirty (30) calendar days of receiving the net pay may result in a suspension or forfeiture of the employee's regular net pay.

Attachments

- [Employment Standards Code](#) - Part 2, Division 7.1, Reservist Leave
- [Government of Alberta Reservist Leave website](#)