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## **Policy and Procedure on Leave Without Pay for Military Service for Employees at the University of New Brunswick**

Human Resources & Organizational Development (HROD)

**Policy**

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### **1.0 Purpose**

- 1.1 It is the policy of the University of New Brunswick to comply fully with Provincial and Federal laws, rules, and regulations governing the employment, reinstatement, and career opportunities of University employees who are members of Canada's Reserve Force.
- 1.2 This policy shall apply to full and part time employees of the University, who have been employed for a period of six months or longer, for all types and categories of military service, whether performed voluntarily or involuntarily, on training or deployed domestically or internationally.
- 1.3 Term employment relationships will be deemed ended on the original termination date specified on hire, unless otherwise indicated by the university. This may mean that a term employee's employment relationship ends during their leave based on the temporary nature of the work and the original terms of employment.

### **2.0 Application**

- 2.1 A University of New Brunswick employee who applies for a leave to perform military service shall be placed on Leave Without Pay for Military Service for the duration of the period of the military service (to a maximum of 18 months) or if a term employee until the end of their contract, whichever is less.

### **3.0 Eligibility**

- 3.1 In order to be eligible for reinstatement rights under this policy a University of New Brunswick who is a member of a group covered under this policy must:
  - 3.2 Have given notification of military service
  - 3.3 Provided a certificate from an official with the Reserves stating that the employee is a reservist and the expected start and end dates for the period of service.
  - 3.4 Have not exceeded the limit of the intended military leaves of absence outlined in the original request, (unless mitigating circumstances prevent from honouring those requirements).

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### **4.0 Notification of the Requirement for Military Leave**

- 4.1 It is the responsibility of each University of New Brunswick employee who is a member of a group covered under this policy to notify his/her department head and the Human Resources and Organizational Development Department of upcoming military service obligations at the earliest possible juncture. This request should be made in writing and include a letter from the commanding officer outlining the type of leave (military service, deployment, etc.) and duration of the intended leave. Any additional information on the type of training to be received that could be of value to the employee in their university position should also be indicated.

### **5.0 Application for Re-Instatement**

- 5.1 In accordance with Provincial and Federal legislation, a University of New Brunswick employee returning to work from any period of military service is required to apply for reinstatement by notifying his/her department head and Human Resources and Organizational Development as soon as is reasonably possible of his/her intent to return to work. This notification must be in writing.

### **6.0 Continuation of Benefits**

- 6.1 Employees on a Leave without Pay for Military Service will continue to accrue seniority and benefits based on seniority.
- 6.2 The UNB employee may retain their group benefits but they must be paid fully by the employee.
- 6.3 **Please note, for an employee who has directly or indirectly commenced active duty in the armed forces benefits may be null and void as per plan policy. Coverage for families may continue. Arrangements for prepayment are to be made with the Department of Human Resources & Organizational Development. Upon return to work at UNB, employees may be eligible to apply to purchase pension service time. Such purchase of service will comply with the applicable plan and regulations.**

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### **7.0 Human Resources & Organizational Development**

- 7.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Employee and Labour Relations), at 453-4648.