



Canadian Forces Liaison Council

Department of National Defence
Government of Canada

Conseil de liaison des Forces canadiens

Département de la Défense nationale
Gouvernement du Canada

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Military Leave Policies for Reservists – Best Practices

The Canadian Forces Liaison Council (CFLC) encourages organizations to include a Military Leave policy within their general human resource policies.

Having a written Military Leave policy demonstrates that your organization recognizes the skills and service of Reservists. It may also help retain Reservist employees and encourage others to apply for positions with your organization.

It is considered best practice for organizations to include a general statement outlining the organization's support for employees who are Reservists.

Minimum standards for Military Leave are established by legislation for both federally regulated and provincially regulated employers. In Manitoba, these requirements are set out in the Employment Standards Code (ESC).

While some organizations have policies that directly incorporate elements of the Military Leave requirements outlined in legislation, it should be noted that this can be amended from time to time and the policy may require updating in such cases. In certain situations, military leave policies are included or referenced in collective agreements.

Best in class employers exceed the requirements outlined in legislation. Such organizations go beyond the minimum un-paid military leave requirements and provide for top-up pay or continued access to other benefits for employees while deployed for a specified period of military service.

Most policies outline the internal procedures for employees to apply for military leave and access additional benefits that may be available.

CFLC encourages all employers to continue to support Reservists by updating and/or implementing their own human resource policies for Military Leave and actively communicating such support internally to managers and employees across their organization.

National Defence provides additional guidance for drafting a Military Leave Policy at <https://www.canada.ca/en/department-national-defence/services/benefits-military/supporting-reservists-employers/drafting-military-leave-policy.html>

If employers have questions about the Reserves or about Military Leave policies, CFLC is available to assist. Please contact any council member. They would be only too happy to help.