MEMORANDUM

TO: Members of Executive Council  
    Human Resources
FROM: Amit Chakma, Vice President, and Academic & Provost
SUBJECT: Leave for University Employees in the Armed Forces Reserve
DATE: March 23, 2006

While there is no specific policy regarding employees who are reservists and called to active service, department heads should consult Policy 3-Sabbatical and Other Leaves for Faculty Members, Policy 39-Leaves of Absence for Staff Members and Article 24 – Leaves of Absence of the Collective Agreement for CUPE Local 793. In each instance, Department Heads are encouraged to grant leaves of absence without pay in order for employees to meet their obligations to Canada’s Armed Forces. In the case of students, every effort should be made to make appropriate arrangements for a postponement of study or a continuation through Distance Education until the reserve duty has been met.