

**POLICY TITLE:** Reservist Leave  
**POLICY #:**  
**SECTION:** Human Resources  
**ISSUING AUTHORITY:** Executive Committee  
**NETWORK APPROVED:** July 17, 2019  
**SUBSEQUENT APPROVAL:**

<b>POLICY</b>	Unity Health Toronto grants an unpaid leave of absence for the purpose of taking reservist leave.
<b>APPLICATION</b>	All employees who have been employed by Unity Health Toronto for at least six consecutive months, unless otherwise prescribed.
<b>QUALIFYING CRITERIA</b>	<p>An employee is entitled to a leave of absence without pay if the employee is a reservist and will not be performing the duties of his or her position because,</p> <ul style="list-style-type: none"> <li>a) the employee is deployed to a Canadian Forces operation outside Canada;</li> <li>b) the employee is deployed to a Canadian Forces operation inside Canada that is or will be providing assistance in dealing with an emergency or with its aftermath; or</li> <li>c) prescribed circumstances apply.</li> </ul> <p>Participation, whether inside or outside Canada in pre-deployment or post-deployment activities that are required by the Canadian forces in connection with an operation described in a) above is considered deployment to the operation for the purposes of this leave.</p>
<b>DURATION</b>	An employee is entitled to take a reservist leave for the prescribed period, or if no period is prescribed, for as long as the circumstances in (a), (b) require, or the circumstances set out in a regulation under (c) apply to him or her.

## DEFINITIONS

“Reservist” means a member of the reserve force of the Canadian Forces.

“Emergency” for the purposes of b) above means:

- a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise, or
- a situation in which a search and rescue operation takes place.

## NOTIFICATION

**Start of Leave:** An employee who intends to take reservist leave shall give his or her immediate manager the prescribed period of notice of the day on which he or she will begin the leave or, if no notice period is prescribed, reasonable notice. If the employee must begin the leave before advising his or her immediate manager, the employee shall advise as soon as possible after beginning it. Notice shall be given in writing.

**End of Leave:** An employee who intends to end a leave and return to work shall provide his or her immediate manager with the prescribed period of notice of the day on which he or she intends to end the leave, or, if no notice period is prescribed, reasonable notice. Unity Health Toronto may postpone the employee’s reinstatement for up to two weeks after the day on which the leave ends or one pay period, whichever is later. Notice shall be given in writing.

### **St. Joseph’s Health Centre Site**

An employee must apply for the leave through VirtuoHR ePeople, indicating the date of the commencement of the leave and expected date of return. An email advising the employee of their immediate manager’s decision will automatically follow.

### **St. Michael’s Hospital Site**

An employee must request their leave by providing their immediate manager with the following information for review and approval: Leave Type, Employee ID, Employee Name, Leave Start Date, Leave End Date and any Special Comments. Once approved, the Manager will submit a copy of the request to [hr@smh.ca](mailto:hr@smh.ca), copying the employee. The leave will then be processed by Human Resources.

### **Providence Healthcare Site**

An employee must advise their immediate manager as soon as possible by submitting in writing along normal reporting channels and will include the commencement date of the leave, the expected return to work date and the reasons(s) for the leave clearly stated.

#### **EVIDENCE**

Unity Health Toronto may require an employee who takes leave under this policy to provide evidence that they are entitled to the leave.

#### **HEALTH & BENEFITS**

Unity Health Toronto does not continue its cost sharing arrangement for the premiums of applicable benefits during this leave. However, if the employee's reinstatement is postponed in accordance with the legislation, Unity Health Toronto will pay the employer's share of premiums for certain benefits and allow the employee to participate for the period the return date is postponed.

#### **PENSION**

Service credits for pension do not continue to accumulate, unless the employee's re-instatement is postponed, in which circumstances, service credits will be provided for the period of the postponement provided the employee submits his/her share of pension contributions.

#### **SERVICE**

Service credits do accumulate for the duration of the leave.

#### **REGULATORY REFERENCE:**

Ontario Employment Standards Act