

# Leave for Community Service

## Background

Northern Lights School Division #113 supports community involvement in emergency services, Canadian Reserve Forces, Education Boards and Health Boards. NLSD #113 provides employees with leave for such services.

## Procedures

### 1. Canadian Reserve Forces

- 1.1 For the first two weeks (10 working days) of leave NLSD #113 will reimburse the employee the difference between their regular salary and the salary they may receive during their service with the Canadian Reserve Forces. Provided the salary received is less than their regular salary. To receive pay earning statements must be provided. If earning statements are not provided days will be taken from vacation bank.
- 1.2 To apply for leave, written application must be made to the immediate supervisor one (1) month (four weeks) prior to the beginning of the leave. Written request must include the start date and anticipated end date of the leave.
- 1.3 Employees must provide a certificate from an official with the Canadian Reserve Forces that states they are a member of the Canadian Reserve Forces and they are required for service; specific dates of training (service period) should be provided.

*Note: written request will be waived in the case of an emergency.*

- 1.4 Once approved the leave request must be submitted to the Superintendent of Human Resources for processing

### 2. Emergency Response (Fire Rescue)

- 2.1 Employees serving on the Volunteer Fire Department will be granted leave with pay to attend to an emergency situation (i.e. natural disaster, search and rescue, fire).
- 2.2 Employees must have on file written confirmation from a Fire Official confirming they are an active member of the Volunteer Fire Department.
- 2.3 In the event of remuneration from the Fire Department NLSD #113 will reimburse the employee the difference between their regular salary and the monies they receive, provided it is less than their regular salary. Earning statements must be submitted.

### 3. Community Boards (Appointed or Elected)

- 3.1 Employees elected or appointed to Community Boards (Education and/or Health only) will be granted leave with pay to attend meetings. NLSD #113 will reimburse the employee the difference between their regular salary and any honoria they may receive for their attendance at said meetings. Employees must apply for the leave prior to taking time off; using a leave authorization form. Following the meeting employees will submit an earnings statement to receive reimbursement.
- 3.2 Employees taking leave to attend Council meetings must use vacation leave or leave without pay for the time absent from work.