



# Policy on Dispensation for Canadian Military Reservists

**Category:** General;

**Jurisdiction:** Provost and Vice President, Academic; Vice President, Administration and Finance;

**Approval Authority:** Executive Team;

**Established on:** November 18, 2022;

**Amendments:** None.

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## 1. Preamble

- 1.1 Lakehead University recognizes students and employees who are members of the Canadian Reserve Force (which includes the Primary Reserve, Canadian Rangers, Cadet Organization, Administration and Training Service and includes those defined as “reservists” in subsection 15 (3) of the *National Defence Act (Canada)* experience additional benefits that foster their development and learning. Through active participation in Reserve training and employment, students and employees develop knowledge and skills in such areas as: time and stress management, organization and logistics, leadership and self-discipline. In this Policy, the term “Reservist” means any Lakehead student or employee who is a member of the Canadian Reserve Force.
- 1.2 Lakehead University also acknowledges that Reservists may receive valuable experience related to their field of expertise or study. Accordingly, employees who are serving Reservists may gain skills and experience useful to Lakehead because of their leadership professional development, and students who graduate with military service may be more successful at obtaining employment because of the skills and experience they have gained.

- 1.3 Employee and student participation in the Canadian Reserve Force benefits Lakehead University, the community and the country. Accordingly, Lakehead will consider granting dispensations to employees and students who are Reservists to permit them to participate in military training and deployments.

## 2. Application and Scope

- 2.1 Consistent with numerous other colleges and universities in Canada, Lakehead University recognizes the vital role of Reservists in Canada's defence programs, their communities and their civilian occupations. Accordingly, Lakehead University accommodates employees and students who are Reservists based on the following principles:
- a) Requests for special dispensation must be submitted in writing to the Department/Program Chair (in the case of a student) or immediate Supervisor (in any other case the case of an employee) and provided in sufficient time to allow proper review and consideration. The request must include confirmation of the military service activity provided by the Reservist's Commanding Officer or another duly authorized superior officer. Employees shall follow their collective agreements or non-union policies pertaining to leaves.
  - b) The granting of any special dispensation is at the discretion of the Department/Program Chair or immediate Supervisor, with the opportunity for appeal to the next higher authority.
  - c) The immediate supervisor or Department/Program Chair will inform the Reservist of the decision to grant or refuse the request, with rationale in the latter case.
  - d) A refusal may be appealed to the next higher authority. In the case of students, the appeal would next be submitted to the Dean of the Faculty. A refusal by the Dean may be appealed to the Provost and Vice-President Academic, at which point the decision shall be final. In the case of an employee the dispute resolution processes set out in such employee's employment contract shall be followed, or in the event such processes are not set out in the contract, to the employee's supervisor's supervisor, at which point the decision shall be final.

- e) In some circumstances, employee Reservists are entitled to Reservist Leave under the Employment Standards Act. Employees and supervisors are encouraged to contact Lakehead's Office of Human Resources with questions about statutory Reservist Leave.
- f) Any special dispensations shall not adversely affect the employee's work situation or the student's overall studies at the university.

2.2 The immediate supervisor or the Department/Program Chair requires confirmation at the time of the request from the Reservist's Commanding Officer, or another duly authorized superior officer in circumstances where the Reservist may be the Commanding Officer, to substantiate a request for special dispensation.

2.3 Reservist deployments on short-term or long-term military service assignments are typically voluntary. However, timely completion of required military training is an expectation and may preclude military career progression if it is not undertaken. At times, Reservists may also be called upon with little notice to assist in domestic or other operations (e.g. emergencies). Further, some reservists have a strong desire to serve their country overseas.

2.4. Some of the special dispensations that may be considered for student Reservists are:

- a) Alternate arrangements made for scheduled final exams that conflict with military activities lasting more than three weeks in duration in which the Reservists participate during the academic term.
- b) Deferment of scheduled examinations, tests or assignments that conflict with military activities in which the Reservist participates during the academic term.
- c) Late withdrawal should the Reservist need to withdraw to perform military service lasting more than three weeks.
- d) Assistance with registration procedures should the Reservist encounter difficulties related to absences for military service.
- e) Exemptions from financial or other penalties associated with leaves of absences for military service (see section 3.5 of this Policy).

- f) Extended leaves of absence of one or more terms or semesters from university related studies to perform military services without jeopardizing their university enrollment status.
- g) Deferring Offer of Admission to perform military services without jeopardizing their admission status.
- h) If exemption from financial penalty from late withdrawal is needed, the student Reservist must complete the Financial Appeal form and submit it to the Accounts Receivable Department. The student should select "Other" as the reason for appeal, and attach the confirmation from the Department/Program Chair to grant special dispensation for military service as supporting documentation. Information about withdrawal can be found in the Academic Calendar Regulations.

2.5 Some of the special dispensations that may be considered for employee Reservists are:

- a) Short term leaves of absence of two weeks or less from their university related work duties to perform military service.
- b) Extended leaves of absence of from university related work duties to perform military services without jeopardizing their university employment status.

2.6 Nothing in this Policy is intended to conflict with the provisions of the Employment Standards Act, including those specifically related to Reservist Leave. In the event that this Policy conflicts with such provisions, the Employment Standards Act shall prevail. Employees and Supervisors are encouraged to contact Lakehead the Office of Human Resources with questions about statutory Reservist Leave.

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**Review Period:** 5 years

**Next Review Period:** 2027-2028

**Related Policies and Procedures:** Workplace Leaves of Absences; Student Code of Conduct – Academic Integrity; Student Code of Conduct – Non-Academic; Employee Code of Conduct

**Policy Superseded by this Policy:** None

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

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