

POLICY 8.16 – Political Candidacy and Reservist Leave

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject: Political Candidacy and Reservist Leave

Approving Authority: Board of Governors

Responsible Officer: Associate Vice-President (Human Resources)

Responsible Office: Human Resources

Related Procedures:

Related University Policies:

Effective Date: May 4, 2017

Supersedes: September 10, 1999 [*Previously MAPP 8.23 – Political Candidacy*]

I. PURPOSE

This Policy describes political candidacy and reservist leave arrangements available to Select Administrative Group Employees (SAGE) members at Western. This Policy will be interpreted and applied in accordance with all applicable legislation, including but not limited to, the *Employment Standards Act, 2000* (the “ESA”).

II. POLICY

Political Candidacy Leave

- 1.0 An employee who becomes a candidate for public office shall so inform Western. Public office under this Policy includes only those offices set out in clause 2.00. Western shall grant leave in accordance with the terms and conditions set out in this Policy.
- 2.0 A SAGE member shall be entitled to a leave of absence with full pay and without reduction of benefits during a campaign for election upon the following basis:
 - a) for election as a member of the Parliament of Canada: leave for the equivalent of one (1) month;
 - b) for election as a member of a Provincial Legislature: leave for the equivalent of one (1) month;
 - c) for election as Mayor of the City of London; the equivalent office of another jurisdiction; as a trustee of a Board of Education in London; or Municipal or Township Council: leave for the equivalent of ten (10) days.

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- 3.0 During a campaign for election to public office, a SAGE member shall speak and write as a citizen and not present him or herself as a representative of Western.
- 4.0 If a SAGE member is elected, he/she shall be granted a leave of absence upon the following basis:
- 4.01 As a member of the Parliament of Canada: full-time unpaid leave of absence for a period up to five (5) years;
 - 4.02 As a member of a Provincial Legislature: full-time unpaid leave of absence for a period up to five (5) years;
 - 4.03 As the Mayor of the City of London, or the equivalent office of another jurisdiction: full-time unpaid leave of absence for a period of one (1) term of office;
 - 4.04 As a member of Municipal or Township Council, or as a trustee of a Board of Education in London: leave of absence for attendance at sittings of the Council or Board, subject to a pro-rated reduction in wages if his/her responsibilities as an employee cannot be maintained.
- 5.0 Where a SAGE member does not return to his/her duties at Western after the expiry of his/her full-time leave, the member shall be deemed to have resigned.
- 6.0 After the expiry of his/her full-time leave under this Policy, the SAGE member, if he/she has not resigned in accordance with the provisions of clause 5.00, shall return to his/her position or the member will be provided notice and his/her entitlements in accordance with Policy 8.8.
- 7.0 A SAGE member covered by clause 4.00 d) of this Policy who is re-elected, or runs for office more than once, shall be entitled to make use of this Policy for each election and each term of office. Arrangements for a member to receive a part-time leave of absence under clause 4.00 d) may be renewed indefinitely, in accordance with this Policy.
- 8.0 Employees taking a full time Political Candidacy Leave in accordance with section 4.00 shall maintain, but not accrue service and earned paid vacation entitlement. Employees taking part-time Political Candidacy Leaves in accordance with section 4.00 shall accrue service on a pro-rated basis with reference to the proportion of full-time annual hours actually worked.
- 9.0 During an unpaid political candidacy leave in accordance with section 4.00, Western will not contribute towards the cost of any group insurance benefits premiums or pension contributions. The SAGE member can make arrangements with Human Resources to pay the full cost of his/her contributions or premiums as well as those of Western.

Reservist Leave

- 10.0 Western will grant Reservist Leave in accordance with the ESA, provided the SAGE member has completed at least six (6) months of service. The member must provide evidence that he/she is required to take the leave and written notice of the beginning and the end of the leave, at least one month before the leave, if possible.
- 11.0 If the Reservist Leave ends earlier than the original leave end date provided by the SAGE member (as requested under Clause 9.00), Western may postpone the employee's reinstatement for two (2) weeks after the day on which the leave ends.
- 12.0 Where a SAGE member does not return to Western after expiry of his/her Reservist Leave, the member shall be deemed to have resigned.

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- 13.0 After the expiry of his/her full-time Reservist Leave, the SAGE member, if he/she has not resigned in accordance with the provisions of clause 11.00, shall return to his/her previous position, if it still exists, or to a comparable position, if it does not.
- 14.0 Service shall continue to accrue during a Reservist Leave.
- 15.0 A Reservist Leave shall be without pay, group insurance benefits or pension contributions. However, an employee may continue group insurance benefits and/or pension contributions, provided he/she pays the cost of the employee contributions or premiums.