



11 Ways Reservists Use Employer-Support Resources

At some point, you'll need to ask your civilian employer or school for time off so you can go on a military course, training activity or operation. Here are all the resources that can help you obtain their support.

When You Start a New Civilian Job or Studies

1. Check out the [Reservist's Employer Support Toolkit](#), including:
 - [7 Tips for Reservists with Civilian Jobs](#)
 - [How Enduring Reserve Service Benefits Your Civilian Workplace](#)
2. Get advice from your Unit Employer Support Representative or chain-of-command about how to talk to your employer about your military role.
3. Invite your supervisor or educator to a unit employer-support event (e.g., boss' night, visit to an exercise).

When You Know You're Going on an Exercise, Course or Deployment

4. Read the applicable tipsheet:
 - [I Need to Ask My Boss for Military Leave](#)
 - [I Need to Ask My Academic Institution for an Accommodation Because of Military Work](#)
5. Prepare documentation to justify your request, using [correspondence templates](#) as a point of reference.
6. If you'll be gone 30 days or more, let your employer know they may be eligible for financial support after you come back, as part of the [Compensation for Employers of Reservists Program](#).

When Your Civilian Employer or Educator is Reluctant to Grant the Time You Need

7. Get extra help through the [Reserve Employer Assistance Program](#).

When You're Away on Military Duty

8. If you'll be gone 30 days or more, send your employer an update and a cool photo explaining what you're up to.

When You Return

9. Thank your employer or educator using a [correspondence template](#) to draft a letter from yourself or your chain-of-command.
10. Ask the Canadian Armed Forces to thank your employer or educator through the [Employer Support Recognition Program](#).
11. Ask if your employer is interested in joining the [With Glowing Hearts](#) reservist support initiative.

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