

Human Resources Manual Directive 1312: Other Leave With Pay

OTHER LEAVE WITH PAY

PURPOSE

1. A Deputy Head may grant an employee leave with pay for other types of leave.

APPLICATION

2. These guidelines and procedures apply to all employees.

PROVISIONS

- 3. Applications for leave with pay may be approved for the following:
 - court leave;
 - leave to lecture in a field of employment;
 - Union business;
 - sporting events; or
 - firefighting and Civil Air Search and Rescue (CASAR).
- 4. Other than court leave, leave with pay will be granted only where operational requirements permit the employee's absence.
- 5. The Employer assumes no responsibility for any expenses incurred by the employee while on leave with pay.

PROCEDURES

- 6. An employee requests in writing leave with pay with attached supporting documentation to the leave application (i.e. subpoena, summons, registration documents for sporting events).
- 7. Leave with pay may not be taken unless authorized in advance by the Deputy Head.
- 8. The Deputy Head approves or denies the leave with pay request.
- 9. Leave of absence with pay without any charge against leave credits is given to every employee who is required for the following reasons:
 - a) to serve on a jury; or



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- b) to attend, on subpoena or summons, as a witness in any proceeding held:
 - in or under the authority of a court of justice or before a grand jury;
 - before a court, judge, justice, magistrate, or coroner;
 - before the Senate or House of Commons of Canada, or a committee of the Senate or House of Commons, other than in the performance of duties of the employee's position;
 - before the Executive Council or Legislative Assembly or any committee that is authorized by law to compel the attendance of witnesses before it;
 - before an arbitrator, umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it.

Leave to Lecture in a Field of Employment

10. The Deputy Head may grant leave with pay with no charge against leave credits to an employee who is invited to give courses or lectures on matters related to the employee's field of employment or to take part in seminars or conventions pertaining and related to employment.

NTA/NEU Business

- 11. Where operational requirements permit, employees who are representatives of the Nunavut Teachers Association (NTA) shall be granted reasonable time off with pay to attend to association or union business.
- 12. Upon reasonable notification, employees who are representatives for the Nunavut Employees Union (NEU), shall be granted reasonable time off with pay to attend to association or union business.
- 13. Time off with pay shall be provided to NTA or NEU representatives for the following purposes:



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- to attend arbitration hearings or mediations dealing with disputes or
- grievances on behalf of the association;to be a member of an association or union bargaining team during
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 to attend meetings between association or union and management.
- to attend meetings between association or union and management representatives.
- 14. In all other circumstances, time off for NTA or NEU business is leave without pay and requires the Deputy Head's prior approval.

Sporting Events

- 15. Employees are generally expected to take part in social, sport or recreational activities on their own time. Except as specified below, there are no provisions for granting leave with pay for such activities, unless the employee requests annual leave. Leave without pay may also be granted.
- 16. The Government actively supports and encourages participation in the following sporting events:
 - Arctic Winter Games;
 - Canada Summer Games;
 - Canada Winter Games; and
 - North American Indigenous Games.
- 17. Employees may be granted leave with pay with no charge against leave credits up to a maximum of eight (8) working days per year to attend preliminary trials and any one session of the Games, where operational requirements permit the employee's absence.
- 18. To be eligible for leave with pay, employees must be participating in the Games as:
 - Athletes or others officially designated as coaches, managers or head officials
 - Participants of the performing arts (e.g., musician, storyteller, actor/actress)
 - Participants demonstrating traditional art or craft
 - Nunavut Mission staff
 - Official Committee Chairs
 - Volunteers assisting in tasks assigned by officials of the Games, where



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the event is being hosted in Nunavut (certificate of participation required).

- 19. Employees needing additional leave to take part in such games must either use annual leave or apply for leave without pay.
- 20. When applying for leave with pay, the employee will provide the following:
 - The event(s) in which the employee is participating
 - The location(s) and date(s) of the event(s)
 - Supporting documentation from the event organizers, such as confirmation of registration, as well as letters of participation or appointment from the Nunavut organizing committee.
- 21. Due to the nature of casual employment, operational requirements do not permit casual employees to take this leave.

Firefighting and Civil Air Search and Rescue (CASAR)

- 22. Leave with no charge against credits is given to employees who are firefighters or part of CASAR, and must respond to an emergency. This is in accordance with the emergency leave provisions of recognized Collective Agreements. Up to five (5) days per fiscal year may be granted to employees who are taking firefighting and CASAR training.
- 23. Employees of the NTA may be granted leave for military or civil defence training and emergencies affecting the community or place of work.
- 24. In the case of immediate emergencies, leave requests may be completed once the employee has returned to work.

AUTHORITIES AND REFERENCES

- 25. <u>Public Service Regulations</u> Section 35, Court Leave
- 26. <u>Main Collective Agreement with the NEU</u> Article 21.01, Court Leave Article 11, Time off for union business



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27. <u>Collective Agreement with the NTA</u> Article 9 Time Off For Federation Business Article 15.01, Court Leave

Article 15.08, Pedagogic Leave

Article 15.11, Leave for Other Purposes

- 28. <u>Senior Managers' Handbook</u> Court Leave
- 29. <u>Excluded Employees' Handbook</u> Court Leave

CONTACTS

30. For further information or clarification, please contact:

Director Employee Relations Department of Finance Iqaluit, Nunavut 975-6211

or

Director Compensation and Benefits Department of Finance Iqaluit, Nunavut 975-5881