



ANNUAL LEAVE

PURPOSE

1. This directive describes the guidelines and procedures around the accumulation, granting and payout of annual leave to Government of Nunavut (GN) employees.

APPLICATION

2. This directive applies to all GN employees except those in the bargaining units of the Nunavut Teachers Association and the Qulliq Energy Corporation .

DEFINITION

3. **Continuous Service or Employment** for the purpose of calculating an entitlement for annual leave means:
 - a) Uninterrupted employment with the GN which means employment with the GN or Government of the Northwest territories prior to April 1, 1999, that has not been broken by more than three months;
 - b) Prior employment of a GN employee who was laid off and reappointed at any time to a position in the GN;
 - c) Prior employment when an individual is appointed to a position in the GN within three months after terminating for any reason other than dismissal, abandonment of position or rejection on probation, in either the public service of Canada or the public service of a territory.
4. **Termination Date** means the last day on which an employee will perform his or her duties with the GN.

PROVISIONS

A. ACCUMULATION

5. Annual leave is earned hourly by an employee and is calculated at the following rates:

Years of Continuous Service	Nunavut Employees	Excluded Employees	Senior Managers
0-2 years	0.063462	0.082616	0.102000
2-9 years	0.082616	0.096000	0.115385
9-14 years	0.096000	0.115385	0.134770
14-19 years	0.115385	0.134770	0.140769
19 years+	0.134770	0.140769	0.161538



6. Annual leave credits are not transferable. An employee may not transfer into the GN any annual leave credits earned in any other places of employment.
7. Casual employees begin to earn annual leave credits on the day on which their term is extended beyond four months.
8. Employees on retirement (severance) leave do not earn annual leave credits.
9. Employees accumulate annual leave credits at a progressively higher rate after the completion of two, nine, fourteen and nineteen years of continuous service. The higher rate is used in the month following the employee's anniversary date.
10. Employees will have access to their balance of annual leave credits upon the provision of reasonable notice to their HR Coordinators.

B. GRANTING OF ANNUAL LEAVE

11. Annual leave will be granted if an employee has sufficient leave credits and operational requirements do not require that the employee remain in the workplace.
12. Employees must request annual leave within a reasonable time prior to taking the leave and the employee must be given a reply within two weeks of the request.
13. An employee's direct supervisor has the authority to grant annual leave up to six continuous weeks. If an employee wishes to utilize more than six continuous weeks of annual leave, the employee must obtain the approval of their deputy head.
14. Where two or more employees in the same section or work unit wish to take annual leave at the same time and it is not possible to approve both or all, leave will be authorized on the basis of length of service.
15. If in a particular year an employee is denied annual leave during the months of June to September inclusive, that employee will receive special priority consideration when allocating annual leave during the months of June to September in the following year.
16. Accrued annual leave may be granted for any period of time immediately prior to an employee's termination date with the GN.
17. Where an employee is recalled to work while on annual leave he/she shall be reimbursed for reasonable expenses incurred:



- a. In proceeding to the place of work
 - b. In returning to the place from which he/she was recalled; and
 - c. For non-refundable deposits or pre-arranged annual leave on the submission of an expense claim supported by receipts.
18. An employee that is laid off may use annual leave credits to extend their employment in order to meet the minimum service requirements for severance pay or where the extension would result in the employee's entitlement to annual Allowance or an immediate annuity under the *Public Service Superannuation Act*.
19. If an employee (other than a laid off employee referred to in paragraph 18) on annual leave experiences an unexpected illness or death in their immediate family or becomes sick, their annual leave can be converted to:
 - a. The appropriate category of special leave in accordance with Directive 1311;
 - b. Sick leave as defined by Directive 1306 with submission of a medical certificate or a signed statement (or declaration or affidavit) by the employee stating that he/she was unable to perform his/her duties due to illness in addition to providing supporting documentation such as prescriptions, insurance claim forms, etc.
20. Where an employee dies or otherwise ceases to be employed, an amount equal to the number of annual leave hours earned but unused, multiplied by the hourly rate of pay immediately prior to termination, is paid to the employee or their estate.
21. An employee who is declared to have abandoned their position is still entitled to payout of any earned but unused annual leave.
22. Where an employee dies after the completion of one or more years of continuous employment, any annual leave that was granted before being earned will be deemed to be earned and no recovery will be made.

C. PAYOUT OF ANNUAL LEAVE

23. Nunavut Employees Union (NEU) Employees are not permitted to carry over more annual leave credits than can be earned in one fiscal year. Annual leave credits exceeding one year entitlement at the end of the fiscal year will be paid out to affected employees in the following month, being May.
24. Excluded employees and Senior Managers are not permitted to carry over more than sixteen weeks of annual leave credits. Unless otherwise stated in this directive, annual leave credits exceeding sixteen weeks entitlement at the end of



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the fiscal year will be paid out to the affected employees in the following month, being May.

25. If Excluded employees or Senior Managers have accumulated annual leave credits in excess of sixteen weeks at the coming into force of this directive, those employees may retain that accumulated balance but will not be permitted to exceed that balance. Those employees will be entitled to use their annual leave credits immediately prior to termination of their employment.

AUTHORITIES

26. Public Service Regulations
Sections 23-24, Annual Leave

27. NEU Collective Agreement

Article 18, Annual Leave

28. Senior Managers' Handbook
Annual Leave Section 16.C.2

29. Excluded Employees' Handbook
Annual Leave, Section 17.C.2

CONTACTS

30. For further information or clarification, please contact:
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Or

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