

Human Resources Manual

Directive 1304: Annual Leave Payout

ANNUAL LEAVE PAYOUT

PURPOSE

1. Annual leave credits are paid out to a Government of Nunavut (GN) employee at their request, when an employee ceases to be an employee or when an employee's annual leave balance exceeds the annual carry-over amount.

APPLICATION

2. This directive applies to all GN employees except those who are members of the Nunavut Teachers Association and the Qulliq Energy Corporation bargaining unit.

PROVISIONS

- 3. Annual leave credits are paid out at the employee's current rate of pay.
- 4. Employees who are members of the Nunavut Employees Union are not permitted to carry over more annual leave credits than can be earned in one (1) fiscal year. If the carry over credits exceed that limit, the difference is paid out in May as per the collective agreement.
- 5. Senior managers and excluded employees are not permitted to carry over more than sixteen (16) weeks of annual leave credits. Unless otherwise provided in Human Resources Manual directive 1302 Annual Leave, annual leave credits exceeding sixteen (16) weeks entitlement at the end of the fiscal year will be paid out to the affected employees in the following month, being May.
- 6. Annual leave credits earned but not used at the time an employee ceases to be employed by the GN are included on the Employee Clearance Form and processed for payment in the final pay cheque.

AUTHORITIES AND REFERENCES

- 7. Nunavut Employees Union Collective Agreement Annual Leave
- 8. Excluded Employees' Handbook Annual Leave
- Senior Managers' Handbook Annual Leave
- 10. Human Resources Manual Directive 1302 Annual Leave

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CONTACTS

10. For further information or clarification, please contact:

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