 <p style="text-align: center;">LEAVE</p>	<p style="text-align: center;">Human Resource Manual</p>
<p style="text-align: center;">Injury-on-Duty Leave</p>	<p style="text-align: center;">Section 1307</p>

INJURY-ON-DUTY LEAVE

PURPOSE

1. The Government provides employees with injury-on-duty leave with pay when an employee is unable to work, due to an accident or illness directly related to their job or worksite. Injury-on-duty leave without pay may also be provided to cover extended periods of absence due to injury.

APPLICATION


2. These guidelines and procedures apply to all employees.

DEFINITIONS

3. **WCB** means the Workers' Compensation Board.
4. **Compensable Injury** means an injury that qualifies for compensation under the *Workers' Compensation Act*.
5. **Years Maximum Insurable Remuneration (YMIR)** is the maximum earnings that are covered by the WCB.

PROVISIONS


6. When an employee is injured on the job, the employee must complete the "Workers Report of Accident form and forward it to the Manager, Workplace Health, Safety and Wellness in the Department of Human Resources. The Supervisor will follow the same procedure by completing the "Employers Report of Accident" form.
7. Injury-on-duty leave must be supported by a statement from WCB that the employee's accident or illness is a compensable injury.
8. This leave is provided on a short-term basis to eligible employees.
9. Injury-on-duty leave with pay is granted if the employee agrees to assign their WCB benefits to the Government. The "Assignment of Benefits" form is provided by WCB.
10. In cases of extended absence, injury-on-duty leave without pay is granted and employees should pursue benefits under either long term disability or disability insurance as appropriate.

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11. Injury-on-duty leave with pay for beyond 30 working days may be approved by the Deputy Head of the employing department.
12. Initially, the employee completes an application for sick leave pending the approval of their WCB claim.
13. The supervisor approves the sick leave, making note that it will be converted to injury-on-duty leave when the appropriate documentation is received.
14. If the claim is approved by the WCB, the employee must complete the assignment of benefits form to have the period of sick leave changed to injury-on-duty. The WCB will forward payments direct to the GN for the period between the day the employee began sick leave until the day the WCB claim is approved. If the WCB claim is denied the employee will have to use sick leave credits or another type of leave credits if appropriate.
15. After the WCB approves the claim, the worker will be placed on unpaid sick leave and will begin receiving worker's compensation payments directly from the WCB.
16. After the WCB approves the claim the department administrator that they should expect future payments directly from WCB until the employee is able to return to work.
17. The employee should contact their Compensation Officer as well, to ensure they understand their eligibility for disability insurances.

AUTHORITIES AND REFERENCES

18. Public Service Regulations
Section 38, Injury-on-Duty Leave
19. Main Collective Agreement with NEU
Article 21.03, Injury-on-Duty Leave
20. Collective Agreement with NTA
Article 15.03, Injury-on-Duty Leave

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21. Senior Managers' Handbook
Injury-on-Duty Leave
22. Excluded Employees' Handbook
Injury-on-Duty Leave

CONTACTS

23. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut
975-6211**

or

**Director Compensation and Benefits
Department of Finance
Iqaluit, Nunavut
975-5811**