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SPECIAL LEAVE

PURPOSE

1. The Government of Nunavut realizes that employees may require time off in unusual circumstances. Special leave may be granted in some of these cases.

APPLICATION

2. These guidelines apply to all employees.

DEFINITIONS

3. **Immediate family** means an employee's father, mother, **(or alternately stepfather or stepmother)**, brother, sister, spouse, common-law spouse, child, step-child, foster child, father-in-law, mother-in-law, **brother-in-law, sister-in-law**, grandmother, grandfather **grandchild** and any other relative permanently residing in the employee's household or with whom the employee presently resides.
 - For employees in the NTA bargaining unit, this definition also includes daughter-in-law and son-in-law.

PROVISIONS

4. Special leave shall be approved in the following cases:
 - Up to five consecutive days for the death of an immediate family member.
 - Up to five consecutive days on the occasion of an employee's marriage for NEU bargaining unit, excluded and management employees.
 - Two days for an employee's wedding for NTA bargaining unit employees.
 - Three days for the birth of the employee's child or adoption of a child for NEU bargaining unit, excluded and management employees.
 - Two days for the adoption or birth of a child for NTA bargaining unit employees.
 - One day of special leave to be taken at the employee's discretion.



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- For all employees with the exception of NTA bargaining unit staff, two days may be taken after notification of a death in the immediate family and where the employee does not attend the funeral.
 - Three days to attend the funeral of the employee's brother-in-law, sister-in-law for NTA bargaining unit members.
5. Special leave may also be approved for up to 5 days (unless otherwise stated):
- Where a member of the immediate family requires surgery or becomes ill (not including normal childbirth) and the employee is required to care for his/her dependents or the sick person;
 - Where a member of the immediate family residing outside the employee's community of residence becomes seriously ill;
 - death of an employee's son-in-law, daughter-in-law, (NEU, excluded and management employees only);
 - serious domestic or household emergencies (normally, only one day for cases such as pipes freezing, furnace going out, or babysitter cancelling with less than 48 hours notice);
 - transportation tie-ups caused by weather (for teachers, this must be a general transportation tie-up);
 - quarantine, subject to orders on a medical certificate and available credits;
 - In the case of an employee being the escort for a member of his/her immediate family, for non-elective medical evacuation only. Travel time will not be granted for this escort duty.
 - In the case of an employee who is required to appear to write a citizenship test and/or to attend a citizenship ceremony in recognition of being provided a citizenship certificate from Citizenship & Immigration Canada.
6. Teachers have the following additional special leave provisions:
- two days for a teacher's graduation, the wedding of the teacher's child, or the graduation of a teacher's spouse or child;
 - time to attend divorce, separation, custody or adoption proceedings before a court of law as a party to such an action;
7. Special leave does not apply in the following circumstances:
- taking care of damaged property outside the community of employment;



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- being stranded due to mechanical problems with car, snowmobile, boat, etc.;
 - death of anyone other than immediate family, the employee's grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law (NEU, excluded and management employees only);
 - re-affirmation of marriage vows;
 - moving residences;
 - attendance at drug/alcohol rehabilitation programs;
 - babysitting problems where there has been at least 48 hours advance notice;
 - babysitting for friends or family who are out of town;
 - taking relatives to the airport;
 - presenting or attending courses that are not job related or of general value to the public service.
8. In regards to babysitting problems, generally 48 hours is reasonable notice. The amount of notice considered reasonable may vary depending on the daycare facilities available in the community. The Department of Education can provide a listing of registered day care facilities. If daycare facilities are not available, employees should ask their spouse, relatives, friends, or private babysitters (i.e., those used by co-workers). Special leave is to be a last resort in these situations. In exceptional circumstances more than one day of special leave may be granted.
9. If an employee is taking a high amount of special leave to care for sick children, managers should suggest that this responsibility be shared with the spouse and require medical certificates for sick children.
10. Supporting documentation should accompany special leave requests. For example, death certificates, medical certificates for sick children, or letters advising the employee of civil defence courses, etc.
11. Special leave credits up to five (5) days can be advanced to employees who have insufficient credits. This is at the discretion of management and should only be considered in situations where special leave would normally be granted.
12. Special leave for more than five days can be granted by deputy heads in exceptional circumstances.
13. The employee fills out an application for special leave, which indicates the reason for the leave.

	
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14. The leave application is submitted to the employee's supervisor for review.
15. If the supervisor is unsure if the special leave is appropriate, a ruling should be obtained from the Director of Employee Relations.
16. If special leave is applicable, it is approved by the appropriate person with approval authority (normally deputy head or senior manager).

AUTHORITIES AND REFERENCES

17. Public Service Regulations
Sections 30-32, Special Leave
18. Collective Agreement with the NEU
Article 19, Special Leave
19. Collective Agreement with the NTA
Article 13, Special Leave
20. Senior Managers' Handbook
Special Leave
21. Excluded Employees' Handbook
Special Leave

CONTACTS

22. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut**

or

**Director Compensation and Benefits
Department of Finance
Iqaluit, Nunavut**