

 <p style="text-align: center;">LEAVE</p>	<p style="text-align: center;">Human Resources Manual</p>
<p style="text-align: center;">Leave Without Pay</p>	<p style="text-align: center;">Section 1314</p>

LEAVE WITHOUT PAY

PURPOSE

1. The Government of Nunavut recognizes that employees may require leave without pay. Granting leave without pay may be beneficial to the employee and to the Government.

APPLICATION

2. These guidelines and procedures apply to all employees.

PROVISIONS

3. Leave without pay may be approved in the following circumstances:
 - (1) an employee does not have enough leave credits;
 - (2) an employee wants to extend time off after maternity or adoption leave;
 - (3) an employee wants leave for educational purposes and is unable to obtain education leave;
 - (4) an employee wants to take time off to work for another employer;
 - (5) an employee's spouse's position is permanently relocated or the spouse has accepted an appointment to another position outside of the employee's headquarters area; and
 - (6) Subject to operational requirements, leave without pay may be granted on very short notice, to a maximum of two (2) days per year to an employee in order to meet traditional hunting, fishing or harvesting pursuits. Such leave shall not be unreasonably withheld.
 - (7) other circumstances which may be of benefit to the public service.

- 4, Leave without pay under six (6) months is approved by the senior manager of departments, boards and agencies. Leave without pay over six (6) months is approved by the deputy head of departments, boards and agencies

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5. Leave without pay due to the permanent relocation of a spouse is for a maximum of one year. The intent of the leave is to allow the employee to maintain their employee status when the spouse is relocated within Nunavut.
6. You are not required to keep a position open for an employee during a period of leave without pay that is greater than three (3) months. You are however required to provide them, upon return, with an equivalent position. This does not apply to Relocation of Spouse Leave.
7. Employees who go on leave without pay must prepay premiums for the Public Service Health Care Plan. Excluded employees and managers must prepay premiums for the Public Service Management Insurance Plan.
8. The amount of Superannuation contributions owing for the period of leave without pay is deducted from the employees' pay cheque. Recoveries are deducted in equal amounts and extended, over twice the length of time, as the period of leave taken without pay.
9. Depending on the reasons for the leave and the duration, employees may have to pay the employee's and the employer's share of the insurance premiums and superannuation contributions.
10. The employee submits an application for leave.
11. The supervisor reviews the application to determine if leave without pay is appropriate. The supervisor will approve/deny the application or make a recommendation to the proper authority and forward the request.
12. When leave without pay is approved, the employee is advised to contact Compensation and Benefits, to discuss their benefit options.

AUTHORITIES AND REFERENCES

13. Public Service Regulations
Section 39, Leave without Pay
14. Superannuation Administration Manual
Chapter 2, Section 2.6
15. Main Collective Agreement with NEU
Article 21.07, Leave Without Pay for Relocation of Spouse
16. Collective Agreement with the NTA

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Article 15.09 (2), Leave to Work for Another Employer

17. Senior Managers' Handbook
Short Term Leave for Training Purposes
18. Excluded Employees' Handbook
Short Term Leave for Training Purposes
Maternity/Adoption Leave
19. Insurance Administration Manual
Chapter 3, Section 9, Disability Insurance
Chapter 4, Section 18, Long Term Disability Insurance
Chapter 2, Section 13, Public Service Health Care Plan
Chapter 4, Section 17&18, Public Service Management Insurance Plan

CONTACTS

20. 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**