	<b>TERMINATION OF EMPLOYMENT</b>	<b>Human Resource Manual</b>
	<b>Separation Assistance</b>	<b>Section 1802 (g)</b>

## **SEPARATION ASSISTANCE**

### **PURPOSE**

1. Employees who are being laid off may be entitled to a payment called separation assistance.

### **APPLICATION**

2. This applies to all employees of the Government of Nunavut with the exception of those represented by the Nunavut Teachers Association.

### **PROVISIONS**

3. Employees identified for layoff who have not obtained another position in the public service may elect for Separation Assistance.
4. Separation Assistance provides for a severance payment of two weeks pay per year of continuous employment for the first ten complete years and three weeks of pay per year of continuous employment for each succeeding complete year, to a maximum of 65 weeks.
5. For the purposes of this benefit, “pay” means base wages and transition and conversion allowances and does not include other allowances and benefits.
6. Where the employee is being laid off for a second or subsequent time, the amount of the severance will be calculated on complete years of continuous service less any period in respect of which the employee was granted severance pay.
7. An employee identified for layoff can choose to receive Separation Assistance in one of three ways:
  - (1) in bi-weekly payments to extend continuous service; or
  - (2) in annual instalments; or
  - (3) in a lump sum.



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8. Where an employee has chosen the bi-weekly payments, continuous service is extended by the time required to pay out severance pay, as calculated above. If an employee remains in the North he/she will continue to receive northern allowance while receiving bi-weekly separation assistance.
9. Where an employee has chosen the annual instalments, the payments are scheduled as follows:
  - (1) an initial payment not to exceed the lesser of:
    - an amount equal to one month pay for each month remaining in the current fiscal year; or
    - the balance owing, as determined by the formula.
  - (2) a second payment on April 1 of the following fiscal year, if necessary, equal to the lesser of:
    - one full year salary; or
    - the balance owing, as determined by the formula.
  - (3) a final payment on April 1 of the following fiscal year, if necessary, for the balance remaining.
10. Separation Assistance for a term employee cannot exceed an amount equal to the pay the employee would have received for the remainder of the term.
11. Separation Assistance replaces any other severance payments.
12. An employee who wishes to elect Separation Assistance contacts the Human Resources section in his or her department to request information on it.
13. The Human Resources section calculates the Separation Assistance in accordance with these guidelines and advises the employee of the amount.
14. An employee who wishes to elect Separation Assistance must advise the Human Resources section of his or her department of the intention to do so prior to the end of the Notice Period.



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15. An employee who receives payment in lieu of the Notice Period and who also wants to elect Separation Assistance must notify the Human Resources Section of his or her department in writing of the election of Separation Assistance. The notification must be provided within 5 working days of the start of the Notice Period.
16. The Human Resources section prepares a letter to the employee, confirming the Separation assistance option.
17. The employee accepts the Separation Assistance option by signing the confirmation letter and returning the signed letter to the Human Resources section.
18. The Human Resources section arranges with the Compensation and Benefits Division and the employee, for the appropriate payments to be made.
19. If the employee returns to territorial public service employment while still receiving bi-weekly separation assistance payments, the bi-weekly payments will be replaced by an immediate cash payout for the remaining amount of separation assistance payment.

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## **AUTHORITIES AND REFERENCES**

20. Main Collective Agreement with the NEU  
Article 30, Severance Pay
21. Senior Managers' Handbook  
Severance Pay
22. Excluded Employees' Handbook  
Severance Pay

## **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**  
**975-5881**