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## EDUCATION LEAVE

### PURPOSE

1. The Government of Nunavut (GN) recognizes that its employees represent a valued asset. Employee career development and organizational development must be managed so that the GN will have qualified employees to meet its future staffing needs.
2. To help meet this goal, the GN will grant Education Leave to employees, subject to operational and staffing needs and budgetary considerations in accordance with the provisions in this section of the Manual.

### APPLICATION

3. These guidelines and procedures apply to all indeterminate employees, except teachers and Nunavut Arctic College educators. Employees must have completed at least three years of satisfactory continuous service to be eligible for Education Leave. This requirement may be waived by the Deputy Head of the respective department in unusual circumstances.

### DEFINITIONS


4. **Academic Year** is equal to two consecutive terms or semesters, usually eight months, but no more than 12 months.
5. **Base Salary** refers to the employee's current rate of pay and does not include any additional compensation, benefits and allowances.
6. **Continuous Service** refers to
  - (i) (a) uninterrupted employment with the Public Service;
  - (b) uninterrupted employment with the Government of the Northwest Territories provided that the employee was employed in the Public Service on April 1, 1999.
  - (ii) prior employment of an employee who was laid off and reappointed to a position in the Public Service;
7. **Education Leave** refers to leave granted to an employee to take full-time post-secondary studies for a predetermined period of time (with the possibility of renewal by mutual agreement). The studies must be taken at a recognized university, college, vocational, professional or technical



- institute that is approved by the Employer. Education Leave includes academic upgrading when necessary to qualify employees to enter post-secondary studies. Employee participation in short term professional development activities such as workshops, seminars and conferences is considered duty travel, not considered Education Leave.
8. **Financial Assistance** refers to money paid to or on behalf of an employee for the purpose of participating in an educational or training program. It may include all or some portion of the employee's salary and/or course related costs
  9. **Long Term Education Leave** refers to leave for a period of up to one Academic Year in duration (longer than six months), taken for education purposes. Additional leave may be approved if the program of study is longer than one Academic Year.
  10. **Public Service** refers to the Public Service of the Government of Nunavut, as defined in the Nunavut Public Service Act.
  11. **Short Term Education Leave** refers to leave for a period of less than one Academic Year (but not longer than six months), taken for education purposes.

## **PROVISIONS**

12. Employees wishing to apply for Education Leave should meet with their supervisor ahead of time to discuss time frame, feasibility, costs and other pertinent factors.
13. Applications for Short Term Education Leave must be received by the Deputy Head of the Department at least four months prior to the date the program is scheduled to commence.
14. Applications for Long Term Education Leave must be received prior to February 1<sup>st</sup> for a program scheduled to commence in the summer or fall semester. For courses commencing in the winter or spring semester, the deadline for receipt of applications will be September 1<sup>st</sup> of the previous year.
15. The application form is available in Appendix "A". The same application form is used for both Short Term and Long Term Education Leave.

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16. The completed application form should be submitted to the employee's supervisor for review and approval.
17. The employee's supervisor will submit the completed application to the Deputy Head of the Department for review.

**Application Review Process**

18. Education Leave may be approved for one or more of the following reasons:
  - the employee's skills are obsolete and the employee needs retraining to carry out the work;
  - the employee needs to take courses to keep abreast of new knowledge and techniques or to maintain certification;
  - qualified persons cannot be recruited, making it necessary to train employees;
  - a high potential employee's career could be enhanced by completing the education or training.
19. The following should be considered when reviewing applications for Education Leave:
  - relationship of proposed curriculum subjects to present or anticipated future duties;
  - whether the training has been requested by the employer or the employee;
  - departmental Inuit Employment Plan and Business Plan objectives
  - length of service of applicant;
  - applicant's learning plan or annual performance appraisal supports the necessity of attendance at an educational institution;
  - cost of proposed Education Leave (to applicant and to the employer);
  - operational requirement.

**Short Term Education Leave**

20. The Deputy Head, in consultation with the supervisor, will review the application for Short Term Education Leave.
21. The Deputy Head will advise the applicant in writing whether the application has been approved or denied within thirty (30) days after the completed application form has been received.

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22. Periods of Short Term Education Leave may not be linked together to provide for Long Term Education Leave benefits.

### **Long Term Education Leave**


23. The Deputy Head of each Department will establish an internal Education Leave Committee that is responsible for reviewing all applications for Long Term Education Leave that are requesting Financial Assistance. The departmental Education Leave Committee will normally consist of the following:

- Deputy Head or designate (Committee Chairperson);
- Senior departmental Human Resources practitioner (or equivalent);
- Designated NEU staff member (or Excluded staff member in Departments of Human Resources, Executive and Intergovernmental Affairs and Legislative Assembly)

At the discretion of the Committee Chairperson, additional departmental representatives may be assigned to the Education Leave Committee (i.e. finance/corporate services, sector specialist etc.)

The departmental Education Leave Committee will develop clear terms of reference for its effective and efficient operation. The Training and Development Division of the Department of Human Resources provides guidelines and processes for the creation and management of departmental Education Leave Committees.

24. The Deputy Head will endeavour to advise the applicant in writing whether the application has been approved or denied within thirty (30) days after the application deadline.
25. The Education Leave Committee Chairperson will prepare an annual report of all approved Education Leave applications for submission to the Department of Human Resources (Training and Development Division).
26. Education Leave without Financial Assistance can be approved by the Deputy Head without review by the Education Leave Committee.
27. It is the employee's responsibility to clearly demonstrate in his/her application for Education Leave the relevance of the proposed program of study and how the skills and/or knowledge gained will be utilized upon his/her return to work.

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**LEVELS OF FINANCIAL ASSISTANCE**

28. Departments should ensure that Financial Assistance for Education Leave (both Short Term and Long Term) is granted consistently and fairly using the following guidelines:

**Education Leave without Financial Assistance**

29. The Deputy Head may approve Education Leave without Financial Assistance when the educational or training program:
- is not required by the department
  - does not relate to the present or future requirements of employment in the Public Service
  - is being funded in whole by the applicant

**Education Leave with Financial Assistance**

30. (1) **Basic Assistance**

Basic assistance is paid to all employees whose applications have been approved for Education Leave that is generally or directly related to present or future requirements of employment in the Public Service. Basic assistance will include, but is not limited to such costs as:

- tuition
- one-time return travel expenses from home community to location of educational institution
- Removal of personal effects from home community to location of educational institution (and back to home community) as per GN Relocation In Weight Entitlements (Long Term Education Leave only)
- books and other required materials
- laboratory fees
- registration fees

(2) **Partial Allowance in Lieu of Salary**

In addition to the basic assistance described in 30(1), when the approved application for Education Leave is at the request of the employee, and the proposed program of study is aimed at obtaining



qualifications that are generally or directly relevant to present or future requirements of employment in the Public Service, the employee would be eligible to receive an allowance in lieu of present Base Salary for the duration of the Education Leave. The allowance would be based on Continuous Service of the employee and would range from a minimum of fifty percent (50%) to a maximum of eighty percent (80%) of Base Salary.

- (a) Three years of completed service 50%
- (b) Four years of completed service 60%
- (c) Five years of completed service 70%
- (d) Six or more years of completed service 80%

Recognizing that 50% of Base Salary may prove a financial burden to employees continuing their education beyond a one year program of study, a 10% increase is added to the allowance in each consecutive year of study, up to a maximum of 80%

(3) **Full Allowance in Lieu of Salary**


In addition to the basic assistance described in 30(1), when the Education Leave is at the request of the employer (i.e. to address knowledge/skill gaps identified by the employer, or to facilitate succession planning as determined by the employer), the employee would be entitled to receive an allowance equivalent to 100% of present Base Salary for the duration of the Education Leave.

**BENEFITS AND PAYMENTS WHILE ON EDUCATION LEAVE**

- 31. For the purposes of leave and attendance administration, employees on Education Leave will apply for “leave without pay.” Any Financial Assistance provided will be considered to be an allowance in lieu of present Base Salary.
- 32. Employees on Education Leave will receive salary increases brought about by collective bargaining.
- 33. Education Leave greater than six (6) months postpones the employee’s next pay increment until the employee returns to work and completes twelve (12) months of paid, full-time employment from the effective date of the employee’s last increment. This includes all periods of employment before and after the absence(s) but since the last increment date.

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34. Nunavut Northern Allowance will not be paid to employees attending an educational institution outside of Nunavut. If attending an educational institution in Nunavut, the employee will receive the Nunavut Northern Allowance for the community in which he/she is residing during the Education Leave period.
35. Allowances including bilingual bonus, trainer's allowance, responsibility and annual special allowances (nursing) and other allowances payable to employees due to the nature of the duties performed on-the-job will not be paid during the Education Leave period.
36. Regular premiums for medical insurance must be prepaid by the employee. This will ensure that normal coverage is maintained.
37. Superannuation, Supplementary Death Benefit and Disability Insurance contributions are normally recovered when the employee returns to full employment. Payments will be recovered over a period equal to that of the Education Leave.
38. Costs for moving personal effects to the new residence and back to the place of employment after completing the leave will be paid for employees on Long Term Education Leave. These costs will be calculated as per GN Relocation In weight entitlements.
39. Return travel expenses from home community to the location of the educational institution will be paid for dependents of employees on employer-requested Long Term Education Leave.
40. The employer is not responsible for duplicate household expenses, real estate costs and storage costs incurred by the employee while on Education Leave.
41. Employees residing in GN staff housing must advise Nunavut Housing Corporation of the Education Leave period. In order to retain the staff housing unit upon their return, employees must ensure that all terms of the rental agreement are being met (including rent payments) for the duration of the Education Leave period.
42. Employees on Education Leave are eligible to work in GN casual positions during breaks in the Academic Year. Employees will be paid at either Step 1 of the casual position's pay band or the rate of pay equivalent to the allowance in lieu of salary being received while on Education Leave, whichever is greater. In the event that the employee returns to his/her

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former position or a position with the same duties and responsibilities, the employee will be paid the salary of the position occupied before taking the Education Leave.

43. Return airfare from the educational institution to the place of work may be paid for an employee who is offered and accepts work placements with the GN during breaks in the Academic Year.
44. Leave credits are not earned while on Education Leave.
45. Overtime provisions and duty travel allowances do not apply for employees on Education Leave.

### **EMPLOYEE AGREEMENT**

46. Before starting Education Leave, employees must show proof of acceptance by the educational institution.
47. Employees on Education Leave must sign a Leave of Absence Agreement which stipulates the terms and conditions of the Education Leave.
48. After successful completion of the Education Leave, the Employee will return to his/her original position or a comparable position, at a salary rate not less than that which he/she received prior to the period of Education Leave.
49. Employees who accept Education Leave must return to employment with the Government for a period at least equal to the period of leave granted. GN employment during academic breaks is counted towards returned service.
50. If the employee on Education Leave
  - (1) Fails to complete the approved program of studies without justifiable reasons;
  - (2) Does not resume employment with the employer following completion of the program; or
  - (3) Terminates employment (or is terminated) prior to completing the return of service period as described under 49 above.



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The employee shall repay the employer all financial assistance paid to him/her during the education leave or a lesser sum on a pro-rated basis.


51. If the Employee fails to complete this agreement through unforeseen circumstances, the Employee may request a review of those circumstances by the Deputy Head and the Department may release the Employee from further obligation.
52. A signed, original copy of the Leave of Absence Agreement will be placed in the employee's personnel file. A copy must be forwarded by the department to Pay and Benefits Division (Department of Finance) and a copy should be retained by the department and the employee.

#### **PAYMENT**

53. The approving Department is responsible for paying all the approved costs (including removal) for employees proceeding on education leave.

#### **AUTHORITIES AND REFERENCES**

54. Senior Managers' Handbook  
Education Leave
55. Excluded Employees' Handbook  
Education Leave
56. Public Service Regulations  
Sections 33 and 34 Education Leave
57. Main Collective Agreement with the NEU  
Article 43 Education Leave

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## **CONTACTS**

58. For clarification or more information please contact:

**Director Training and Development  
Department of Human Resources  
Iqaluit, Nunavut  
975-6283**

or

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



**APPENDIX "A"**

**APPLICATION FOR EDUCATION LEAVE**

Please refer to Education Leave Guidelines for additional information on Education Leave procedures. This form is designed to be completed ELECTRONICALLY.

**PART I. TO BE COMPLETED BY APPLICANT:**

<b>A. Personal Identification</b>	
Full Name: _____	NLCA Beneficiary: YES <input type="checkbox"/> NO <input type="checkbox"/>
Community: _____	Region: _____
Department: _____	Position Number: _____
Division: _____	Pay Range: _____
Position Title: _____	Step: _____
_____	_____

<b>B. Employment History</b>
Continuously Employed by GN Since: (date/year) _____
Start Date in Present Position: (date/year) _____
Resident of Nunavut Since: (date/year) _____
_____

<b>C. Education History</b>
Secondary School: (when/where/level completed) _____
Post Secondary School: (describe certificates, diplomas, degrees received) _____
Special Certification or Licenses: (describe) _____
Have you received Education Leave through the GN/GNWT in the past? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please describe the type of leave and when it was taken. _____

<b>D. Leave Requested</b>
Term of Leave Requested from _____ to _____ (enter dates)
Institution: _____ Location: _____
Program of Study (attach program description/outline/syllabus from institution): _____



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You will earn a:

Certificate  Diploma  Degree  Special License  Other  \_\_\_\_\_

**E. Contribution to the GN**

What studies have you completed while working for the GN? List (or attach) distance education courses, training courses, professional development etc.

\_\_\_\_\_

How will the proposed program of study enhance your public service career with the GN and how will it enhance your ability to perform and deliver programs and/or services provided by the GN?

\_\_\_\_\_

Was this program of study identified as a need on your last performance review?

YES  NO

**F. Alternatives**

Are there other institutions that offer the same program of study?

YES  NO

If YES, please provide a rationale for why you selected the institution named in Section D.

\_\_\_\_\_

**G. Financial Assistance Requested**

Type of Financial Assistance being Requested (please refer to Education Leave Guidelines):

None (leave without pay)  Basic Financial Assistance Only

Partial Allowance in Lieu of Salary  Full Allowance in Lieu of Salary

at a rate of \_\_\_\_\_% of current salary

If you are seeking financial assistance, please provide details and attach any supporting documentation for the following items:

Estimated Education Costs (tuition, books, etc.) \$ \_\_\_\_\_

Estimated Travel Costs \$ \_\_\_\_\_

Estimated Relocation Costs \$ \_\_\_\_\_

Have you received prior financial assistance from the GN for educational purposes?

YES  NO

If YES, please provide details. \_\_\_\_\_

Will you seek financial assistance from other sources for this program? YES  NO

If YES, please provide details. \_\_\_\_\_

**H. Additional Comments**

Please provide any additional information that you feel is relevant to your application or that you would like the Review Committee to consider when reviewing this application.



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**I. Applicant Declaration**

I certify that the information provided is, to the best of my knowledge, true and accurate and that I have read and understood the Education Leave Guidelines.

\_\_\_\_\_  
**Applicant's Signature:**

\_\_\_\_\_  
**Date:**

**PART II. TO BE COMPLETED BY SUPERVISOR**

**A. Department Training Plan**

How will the skills and knowledge gained during this program of study enhance the effectiveness of the employee, department and the GN as a whole?  
\_\_\_\_\_

How will this program of study enhance the public service career path of the applicant?  
\_\_\_\_\_

Will this course of study address the department's Inuit Employment Plan?

YES  NO

If YES, please give details. \_\_\_\_\_

**B. Capacity**

What actions will be taken to ensure that operational requirements will be met during employee's absence? (i.e. backfill position on a term basis, casual hire)  
\_\_\_\_\_

How will the department ensure that the applicant's position (or a comparable position) will be available upon the applicant's return to work?  
\_\_\_\_\_

What level of financial assistance do you recommend (refer to Education Leave Guidelines)?

None (leave without pay)  Basic Financial Assistance   
Partial Allowance in Lieu of Salary  Full Allowance in Lieu of Salary

at a rate of \_\_\_\_\_% of current salary


**C. Additional Comments**

Please provide any additional information that you feel is relevant to this application or that you would like the Review Committee to consider when reviewing this application.  
\_\_\_\_\_

**D. Recommendation**

I recommend this Education Leave application for approval:



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**PRIOR TO SUBMITTING THE APPLICATION FORM:**

- Please ensure that this application is fully completed.
- Please remember to attach any supporting documents on the program of study and the estimated costs of the program.
- Once fully completed, the applicant's supervisor should submit the application form to the Deputy Minister.
- Questions on Education Leave should be directed to your department's HR representative.