

Section/Number: Leave Management–012	Approval Date: (DD/MM/YY)
Subject: Civic Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides employees with time off with pay to serve as members of community councils, public boards and committees as described in these Guidelines.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Civic Leave is limited to five (5) days per fiscal year per employee. <ol style="list-style-type: none"> 1.1. Employees do not earn civic leave credits. 2. Civic Leave will be granted only where operational requirements permit the employee's absence. 3. Civic Leave may be approved under the following circumstances: <ol style="list-style-type: none"> 3.1. An employee requests leave to attend official functions or meetings of public service organizations such as: <ul style="list-style-type: none"> ▪ band councils, community councils and community justice committees (these organizations are encouraged to continue conducting meetings on weekends or after normal working hours) ▪ regional bodies ▪ local education authorities and school bodies ▪ housing and health authorities ▪ income support appeal committees ▪ NWT Association of Municipalities ▪ other approved bodies. 3.2. An employee has been appointed to a public service board such as the following and requests leave to attend hearings or official meetings: <ul style="list-style-type: none"> ▪ Housing Corporation ▪ Public Utilities Board ▪ Water Board. 3.3. An employee is an executive member or board member of an Aboriginal organization and requests leave to attend official meetings. 4. Travel time required to participate in a function approved for civic leave is included in the Civic Leave entitlement. 	

5. Civic Leave may be granted with or without pay depending upon the following circumstances:
 - 5.1. where the employee will receive an honorarium equal to or greater than the daily rate of pay, Civic Leave will be granted without pay
 - 5.2. where the employee is entitled to an honorarium which is less than the daily rate of pay, Civic Leave will be granted with pay, but the employee must relinquish entitlement to any honorarium
 - 5.3. where an honorarium is not received, leave will be granted with full pay
 - 5.4. for appointments which may be considered an extension of the employee's duties, the employee will be deemed to be "on-duty" when attending hearings.
6. An employee must submit an Application for Leave Form.
7. The SAO will approve or deny the request.
8. The Payroll Officer will make arrangements for adjusting the employee's pay and/or receiving the honorarium.

Attachments

Sample Leave Form

References

N/A

Sample Leave Form

Leave of Absence Request Form

Employee Name: _____

Date: _____

Type of Leave Requested: _____

Start Date/Time of Leave: _____

Return to Work Date/Time: _____

Verification of Leave Credits: _____

Employee Signature: _____

Supervisor Signature: _____

Senior Administrative Officer Approval: _____

(If leave is denied, Senior Administrative Officer will advise in writing.)