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Section/Number: Leave Management–001	Approval Date: (DD/MM/YY)
Subject: Annual Leave	Amendment Dates:
<p>Policy</p> <p>Employees earn vacation leave credits on an annual basis and every reasonable effort will be made to accommodate each employee's request for vacation leave without jeopardizing operational requirements.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. An employee is entitled to an annual vacation, with vacation pay, after each year of employment. <ol style="list-style-type: none"> 1.1. An employee will receive two weeks of vacation leave for the first five years of employment. 1.2. An employee will receive three weeks of vacation leave after the sixth and subsequent years of employment. 2. Casual employees whose terms are less than four months will be paid out for annual leave as specified in the Employment Standards Act. 3. Casual employees begin to earn leave credits from the date that their term has been approved to exceed four (4) months. 4. Employees can apply for annual leave with pay each year for the purpose of taking a vacation where the following applies: <ol style="list-style-type: none"> 4.1. The employee has earned the vacation leave. 4.2. The time is mutually agreeable to the employee and the employee's supervisor and/or Senior Administrative Officer (SAO). 5. Annual leave is approved subject to operational requirements and is granted in the fiscal year in which it is earned or during the following fiscal year. 6. Annual leave credits may be advanced up to the amount of annual leave credits to be earned in that fiscal year. <ol style="list-style-type: none"> 6.1. Annual leave that is advanced, but not earned, will be deducted from the employee's final pay upon the employee's termination. 7. Employees may carry over up to one year's vacation leave credits to the subsequent fiscal year. <ol style="list-style-type: none"> 7.1. Annual leave credits in excess of one year's banked vacation are paid out in cash at the end of the fiscal year except when authorized by the SAO. 	

8. The Community Government will make every reasonable effort to:
 - 8.1. Grant vacation leave during the fiscal year in which it is earned.
 - 8.2. Grant vacation leave at a time specified by the employee.
 - 8.3. Not recall an employee to duty after the employee has planned for or proceeded on authorized annual leave.
9. An employee will apply for vacation leave using an Application for Leave Form.
10. The employee's supervisor will review the application and verify the entitlement and leave credits with the employee responsible for leave records.
11. The SAO or his/her designate will reply to the employee's request for vacation leave as soon as possible after the request has been received, and no later than two weeks after the request has been received.
12. The SAO/delegate will approve, change, reduce or deny the request based on the recommendation of the Supervisor.
 - 12.1. If the request is approved, the employee will be notified and the Application Leave Form placed on the Employee's Personnel File.
13. In cases where the SAO/delegate plans to change, reduce or deny the request for vacation leave, the SAO/delegate must advise the employee in writing within the two (2) week period noted above except in cases where operational requirements do not allow for such notice.

Attachments

Sample Leave Form

References

Employment Standards Act Section 24 – Vacations

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

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.)

Section/Number: Leave Management–001	Approval Date: (DD/MM/YY)
Subject: Annual Leave	Amendment Dates:
<p>Policy</p> <p>Employees earn vacation leave credits on an annual basis and every reasonable effort will be made to accommodate each employee's request for vacation leave without jeopardizing operational requirements.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Non-casual employees who receive at least ten (10) days of pay in a calendar month are entitled to earn vacation leave at the following rates. <ol style="list-style-type: none"> 1.1. One and one-quarter (1 ¼) working days each month to a total of fifteen (15) days per year until the month in which the employee completes three (3) years of continuous service. 1.2. After the third year of continuous service, vacation leave will be earned at a rate of one and two-thirds (1 2/3) working days each month to a total of twenty (20) days per year. (Community Governments should identify the amount of paid vacation leave they will provide if different than stated in this sample policy). 2. Casual employees whose terms are less than four months will be paid out for annual leave as specified in the Employment Standards Act. 3. Casual employees begin to earn leave credits from the date that their term has been approved to exceed four (4) months. 4. Employees can apply for annual leave with pay each year for the purpose of taking a vacation where the following applies: <ol style="list-style-type: none"> 4.1. The employee has earned the vacation leave. 4.2. The time is mutually agreeable to the employee and the employee's supervisor and/or Senior Administrative Officer (SAO). 5. Annual leave is approved subject to operational requirements and is granted in the fiscal year in which it is earned or during the following fiscal year. 6. Annual leave credits may be advanced up to the amount of annual leave credits that will be earned in that fiscal year. <ol style="list-style-type: none"> 6.1. Annual leave that is advanced, but not earned, will be deducted from the employee's final pay upon the employee's termination. 7. Employees may carry over up to one year's vacation leave credits to the subsequent fiscal year. <ol style="list-style-type: none"> 7.1. Annual leave credits in excess of one year's banked vacation are paid out in cash at the end of the fiscal year except where authorized by the SAO. 	

8. The Community Government will make every reasonable effort to:
 - 8.1. Grant vacation leave during the fiscal year in which it is earned.
 - 8.2. Grant vacation leave at a time specified by the employee.
 - 8.3. Not recall an employee to duty after the employee has planned for or proceeded on authorized annual leave.
9. An employee will apply for vacation leave using an Application for Leave Form.
10. The employee's supervisor will review the application and verify the entitlement and leave credits with the employee responsible for leave records.
11. The SAO or his/her designate will reply to the employee's request for vacation leave as soon as possible after the request has been received, and no later than two weeks after the request has been received.
12. The SAO/delegate will approve, change, reduce or deny the request based on the recommendation of the Supervisor.
 - 12.1. If the request is approved, the employee will be notified and the Application Leave Form placed on the Employee's Personnel File.
13. In cases where the SAO/delegate plans to change, reduce or deny the request for vacation leave, the SAO/delegate must advise the employee in writing within the two (2) week period noted above except in cases where operational requirements do not allow for such notice.

Attachments

Sample Leave Form

References

Employment Standards Act Section 24 – Vacations

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

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.)

Section/Number: Leave Management–002	Approval Date: (DD/MM/YY)
Subject: Designated Paid Holidays	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to Designated Paid Holidays except as stipulated in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All employees will be paid for the following designated paid holidays: <ol style="list-style-type: none"> 1.1. New Year's Day 1.2. Good Friday 1.3. Victoria Day 1.4. National Aboriginal Day 1.5. Canada Day 1.6. The first Monday in August 1.7. Labour Day 1.8. Thanksgiving Day 1.9. Remembrance Day 1.10. Christmas Day. 2. If the Designated Paid Holiday falls on the employee's day of rest, he/she will be entitled to a day off with pay on the previous and/or following workdays. 3. If the employee is required to work on the designated paid holiday, he/she is entitled to overtime pay at the rate designated in the NWT Employment Standards Act. 4. An employee is entitled to Designated Paid Holidays while on approved annual leave, bereavement leave, sick leave, or court leave not exceeding 10 days. 5. An employee is not entitled to be paid Designated Holiday pay while on: <ol style="list-style-type: none"> 5.1. pregnancy leave 5.2. parental leave 5.3. compassionate leave, or 5.4. court leaves exceeding 10 days. 6. An employee is not entitled to Designated Holiday pay if: <ol style="list-style-type: none"> 6.1. the employee was required to work that day but did not report to work; or 6.2. the employee, without the consent of the employer, did not report for work on his or her last regular working day preceding or following the statutory holiday. 	

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N/A

References

Employment Standards Act

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

Section/Number: Leave Management–002	Approval Date: (DD/MM/YY)
Subject: Designated Paid Holidays	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to Designated Paid Holidays except as stipulated in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All employees will be paid for the following designated paid holidays: <ol style="list-style-type: none"> 1.1. New Year's Day 1.2. Good Friday 1.3. Easter Monday 1.4. Victoria Day 1.5. Canada Day 1.6. Civic Holiday 1.7. Labour Day 1.8. Thanksgiving Day 1.9. Remembrance Day 1.10. Christmas Day 1.11. Boxing Day 1.12. Any local holiday proclaimed by a by-law. (Community Governments should include any additional Designated Paid Holidays) 2. If the Designated Paid Holiday falls on the employee's day of rest, he/she will be entitled to a day off with pay on the previous and/or following workdays. 3. If the employee is required to work on the designated paid holiday, he/she is entitled to overtime pay at the rate designated in the NWT Employment Standards Act. 4. An employee is entitled to Designated Paid Holidays while on approved annual leave, bereavement leave, sick leave, or court leave not exceeding 10 days. 5. An employee is not entitled to be paid Designated Holiday pay while on: <ol style="list-style-type: none"> 5.1. pregnancy leave 5.2. parental leave 5.3. compassionate leave, or 5.4. court leaves exceeding 10 days. 6. An employee is not entitled to Designated Holiday pay if: <ol style="list-style-type: none"> 6.1. the employee was required to work that day but did not report to work; or 6.2. the employee, without the consent of the employer, did not report for work on his or her last regular working day preceding or following the statutory holiday. 	

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Community Government Name

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N/A

References

Employment Standards Act

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

Section/Number: Leave Management–003	Approval Date: (DD/MM/YY)
Subject: Sick Leave Without Pay	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to Sick Leave Without Pay as stipulated in the NWT Employment Standards Act.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All employees are entitled to five days of sick leave without pay during each 12 month period. 2. To be eligible for sick leave the employee must: <ol style="list-style-type: none"> 2.1. Be incapable of working because of an illness or injury 2.2. Have been employed by the Community Government for at least 30 days, and 2.3. Submit an Application for Leave Form at the earliest possible date after returning from Sick Leave. 3. An employee who cannot report to work because of an illness or injury must contact his/her supervisor or the Senior Administrative Officer at the start of the workday and/or at the earliest possible time if the illness or injury occurs during the workday. <ol style="list-style-type: none"> 3.1. The employee must request and receive approval for sick leave. 3.2. The employee must indicate the estimated length of sick time. 4. If the duration or expected duration of the sick leave exceeds three consecutive days, or for any other duration at the employer's discretion, the employee must provide the Community Government with a medical certificate stating that he/she is incapable of working because of illness or injury. <ol style="list-style-type: none"> 4.1. The Senior Administrative Officer/delegate (SAO) may waive this requirement if the SAO/delegate is aware of the illness or injury. 5. Employees who do not call in within the first hour of the workday may be considered to be Absent Without Leave. 6. An employee reporting for work after an illness must submit an Application for Leave Form indicating the number of days of sick leave used. 7. The Supervisor will ensure that the employee is eligible for sick leave credits and the Leave Form will be placed on the employee's Leave File. <ol style="list-style-type: none"> 7.1. If the employee does not have the required sick leave credits, the leave will be considered Leave Without Pay. 	

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Community Government Name

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Request for Leave Form

References

Employment Standards Act

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

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.)

Section/Number: Leave Management–003	Approval Date: (DD/MM/YY)
Subject: Sick Leave With Pay	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to Sick Leave With Pay as stipulated in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees are entitled to earn sick leave with pay at a rate of one and one-half (1.5) days per month for each month that they receive at least ten (10) days of pay. (Community Governments should identify the amount of paid sick leave they will provide if different than stated in this sample policy). 2. To be eligible for sick leave the employee must: <ol style="list-style-type: none"> 2.1. Be incapable of working because of an illness or injury 2.2. Have been employed by the Community Government for at least 30 days, and 2.3. Submit an Application for Leave Form at the earliest possible date after returning from sick leave. 3. An employee who cannot report to work because of an illness or injury must contact his/her supervisor or the Senior Administrative Officer at the start of the workday and/or at the earliest possible time if during the workday. <ol style="list-style-type: none"> 3.1. The employee must request and receive approval for sick leave. 3.2. The employee must indicate the estimated length of sick time. 4. If the duration or expected duration of the sick leave exceeds three consecutive days, or for any other duration at the employer's discretion, the employee must provide the Community Government with a medical certificate stating that he/she is incapable of working because of illness or injury. <ol style="list-style-type: none"> 4.1. The Senior Administrative Officer/delegate (SAO) may waive this requirement if the SAO/delegate is aware of the illness or injury. 5. Employees who do not call in within the first hour of the workday may be considered to be Absent Without Leave. <ol style="list-style-type: none"> 5.1. Employees who are considered to be Absent Without Leave will not be paid for that time and may be subject to further disciplinary action. 6. An employee reporting for work after an illness must submit an Application for Leave Form indicating the number of days of sick leave used. 7. The Supervisor will ensure that the employee is eligible for sick leave credits and the Leave Form will be placed on the employee's Leave File. <ol style="list-style-type: none"> 7.1. If the employee does not have the required sick leave credits, the leave will be considered Leave Without Pay and the employee will not be paid for that time. 	

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Request for Leave Form

References

Employment Standards Act Section

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

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.)

Section/Number: Leave Management–004	Approval Date: (DD/MM/YY)
Subject: Maternity Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Maternity Leave to employees who become pregnant.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees who become pregnant are eligible for a total of 17 consecutive weeks of Maternity Leave Without Pay. 2. The leave may begin as early as 17 weeks before the due date and end up to 17 weeks after the date of birth. 3. To be eligible for Maternity Leave, the employee must: <ol style="list-style-type: none"> 3.1. submit a written request for Maternity Leave at least four weeks before the day on which she intends to commence the leave; and 3.2. provide a medical certificate confirming that she is pregnant and estimating the date of delivery. 4. The employee must inform his/her Supervisor in writing of her pregnancy at least four weeks before the expected start date of Maternity Leave. 5. The employee will complete an Application for Leave Form, attach a certificate from her doctor and submit it to the Supervisor for approval. 6. The certificate must include the expected date of birth and state how long she can work before starting her leave. 7. The Senior Administrative Officer will approve the leave application for up to 17 weeks. 8. The leave application will be placed on the employee's personnel file. 9. The employee can apply to Human Resources and Skills Development Canada for EI benefits. 10. No employee shall be laid off, transferred or relocated while on, or within six months of her return from pregnancy leave without the consent of the employee and the Employer. 	
<p>Attachments</p> <p>Sample Leave Form</p>	

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Community Government Name

References

Employment Standards Act

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

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.)

Section/Number: Leave Management – 004	Approval Date: (DD/MM/YY)
Subject: Maternity Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides maternity leave to employees who become pregnant.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees who become pregnant are eligible for a total of 17 consecutive weeks of maternity leave. 2. The leave may begin as early as 17 weeks before the due date and end up to 17 weeks after the date of birth. 3. To be eligible for maternity leave, the employee must: <ol style="list-style-type: none"> 3.1. submit a written request for pregnancy leave at least four weeks before the day on which she intends to commence the leave; and 3.2. provide a medical certificate confirming that she is pregnant and estimating the date of delivery. 4. Maternity Leave Allowance is available for a maximum of 17 weeks. This includes the two week waiting period required by Human Resources and Skills Development Canada (HRSDC). <ol style="list-style-type: none"> 4.1. The allowance will be added to regular EI benefits. The employee will receive xxx% of regular salary during the maternity leave allowance period. 4.2. The Community Government will not be responsible for any consequences of an employment insurance benefit overpayment; nor will it be responsible for providing any additional payments in respect of maternity leave should the employee's benefits be affected by tax, employment insurance, or legislative provisions. 5. If the employee is entitled to, and agrees to, Maternity Leave Allowance, the employee must agree to return to work on a specific date for a period of at least six continuous months. 6. If the employee takes 17 weeks of maternity leave along with 35 weeks of parental leave, the employee must return to work on the date of expiry of the parental leave for a period of twelve months. 	

<ol style="list-style-type: none"> 7. If the employee does not fulfill the commitment outlined in Clause 5 or Clause 6 as appropriate, the amount received as maternity leave allowance will be recovered on a pro-rated basis. <ol style="list-style-type: none"> 7.1. Full-time employees must return to work for the equivalent of six months full time. 7.2. Part-time employees must return to work for the equivalent of six months of their part-time hours prior to the maternity leave. 8. The employee must inform his/her Supervisor in writing of her pregnancy at least four weeks before the expected start date of pregnancy leave. 9. The employee will complete an Application for Leave Form, attach a certificate from her doctor and submit it to the Supervisor for approval. <ol style="list-style-type: none"> 9.1. The certificate must include the expected date of birth and state how long she can work before starting her leave. 10. The employee will advise the individual responsible for benefits that she will be on Maternity Leave in order to make arrangements for Maternity Leave Allowance. 11. The employee will sign the Maternity Leave Allowance Form. 12. The Senior Administrative Officer will approve the leave application for up to 17 weeks. 13. The leave application will be placed on the Employee's Personnel File. 14. The employee can apply to HRSDC for EI benefits. 15. No employee shall be laid off, transferred or relocated while on, or within six months of her return from, pregnancy leave without the consent of the employee and the Employer.
<p>Attachments</p> <p>Sample Leave Form</p>
<p>References</p> <p>Employment Standards Act http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf</p>

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.)

MATERNITY AND PARENTAL LEAVE AGREEMENT

1. This is an Agreement between _____ and _____
(employee name)

(Senior Administrative Officer, Community Government)

2. The Employee undertakes to return to work on _____(date) and to remain in the employ of the Community Government for:
 - a) If the employee takes 17 weeks of maternity leave, the employee must return to work on the date of expiry of the maternity leave for six months.
 - b) If the employee takes 17 weeks of maternity leave along with 35 weeks of parental leave, she must return to work on the date of expiry of the parental leave for twelve months.
 - c) If the employee does not fulfill the commitment outlined above, the amount received as maternity leave allowance will be recovered on a pro-rated basis.
 - d) If the employee returns to work part-time she must return to work for the equivalent of the time taken of her hours prior to the maternity leave.

3. The return date specified in paragraph 2 can be amended only with the consent of the employing department. The employee understands that, in the event of an amended date, the period of employment undertaken in paragraph 2 will commence on the new return date.

4. The employee understands that if she fails to return to work or fails to remain employed with the Community Government for the required period as specified in paragraphs 2 and 3, she will be indebted to the Employer for the amounts received as maternity leave allowance and/or parental leave allowance and will repay such amounts.

5. The employee shall not be laid off, transferred or relocated while on, or within six months of her return from, maternity/adoption leave without the consent of the employee and the Employer.

Dated at _____
(place)

this _____day of _____,
(day) (month) (year)

(Senior Administrative Officer Signature)

(Employee Signature)

Section/Number: Leave Management–005	Approval Date: (DD/MM/YY)
Subject: Parental/Adoption Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Parental Leave to an employee who has, or will have, in his/her care and custody, his/her newborn child or who adopts a child.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Parental leave without pay of up to 37 weeks is available to male and female employees who remain at home to care for: <ol style="list-style-type: none"> 1.1. A newborn child of the employee 1.2. A child recently adopted by the employee, or 1.3. A child with whom the employee has commenced adoption proceedings. 2. An employee who takes maternity leave may also take parental leave, in which case, the parental leave must be taken immediately following the maternity leave. <ol style="list-style-type: none"> 2.1. The total amount of maternity and parental leave combined cannot exceed 52 weeks. 3. Parental leave may be shared by an employee-couple. <ol style="list-style-type: none"> 3.1. Parental leave utilized by an employee-couple, in conjunction with maternity leave, shall not exceed a total of fifty-two (52) weeks for both employees combined. 4. The time for which an employee is entitled to parental leave does not increase if the employee is adopting more than one child or is the natural parent of more than one newborn child (i.e., twins, triplets, etc.). 5. An employee requesting parental leave shall make every effort to provide reasonable notice. 6. An employee who intends to request parental leave shall notify the Supervisor in writing at least four weeks prior to the expected date of the commencement of parental leave. 	

7. In the case of an adoption, the employee shall notify the Supervisor as soon as the application for adoption has been approved by the adoption agency or legal guardianship and custody papers have been drawn.
8. HRSDC approval for parental leave is also required.

Attachments

Sample Leave Form

References

Employment Standards Act

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

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.)

Section/Number: Leave Management–005	Approval Date: (DD/MM/YY)
Subject: Parental/Adoption Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Parental Leave to an employee who has, or will have, in his/her care and custody, his/her newborn child or who adopts a child.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Parental leave without pay of up to 37 weeks is available to male and female employees who remain at home to care for: <ol style="list-style-type: none"> 1.1. A newborn child of the employee 1.2. A child recently adopted by the employee, or 1.3. A child with whom the employee has commenced adoption proceedings. 2. An employee who takes maternity leave may also take parental leave, in which case, the parental leave must be taken immediately following the maternity leave. <ol style="list-style-type: none"> 2.1. The total amount of maternity and parental leave combined cannot exceed 52 weeks. 3. Parental leave may be shared by an employee-couple. <ol style="list-style-type: none"> 3.1. Parental leave utilized by an employee-couple, in conjunction with maternity leave, shall not exceed a total of fifty-two (52) weeks for both employees combined. 4. The time for which an employee is entitled to parental leave does not increase if the employee is adopting more than one child or is the natural parent of more than one newborn child (i.e., twins, triplets, etc.). 5. An employee requesting parental leave shall make every effort to provide reasonable notice. 6. An employee who intends to request parental leave shall notify the Supervisor in writing at least four weeks prior to the expected date of the commencement of parental leave. 	

7. In the case of an adoption, the employee shall notify the Supervisor as soon as the application for adoption has been approved by the adoption agency or legal guardianship and custody papers have been drawn.
8. To be eligible for parental leave with a parental leave allowance an employee must:
 - 8.1. Have at least six months of continuous service with the GNWT;
 - 8.2. Have applied for and been granted parental leave;
 - 8.3. Provide proof that he/she has applied for and is receiving EI benefits; and
 - 8.4. Sign an agreement with the Community Government, to return to work on the date of the expiry of the parental leave, and work for a minimum of six months after the parental leave.
9. Parental leave allowance is available for up to 17 weeks. This includes the two-week waiting period required by HRSDC.
 - 9.1. Parental leave allowance "tops up" regular EI benefits so the employee receives 93% of regular salary during the period.
 - 9.2. The Community Government is not responsible for any consequences of an employment insurance benefit overpayment, nor is it responsible for providing any additional payments in respect of parental leave should the employee's benefits be affected by tax, employment insurance, or legislative provisions.
10. If the employee wants to receive the parental leave allowance, the SAO and the employee sign a Parental Leave Agreement.
 - 10.1. The employee agrees to return to work on a specific date for a period of at least six months.
 - 10.2. If the employee does not fulfil his/her commitment, his/her allowance will be recovered on a pro-rated basis proportionate to the period of time the employee returned to work.
11. Where an employee takes parental leave in conjunction with maternity leave, payment will be for the difference between the employment insurance benefit received and 93% of the weekly rate of pay for 17 weeks.
12. HRSDC approval for parental leave is also required.

Attachments
Sample Leave Form

References
Employment Standards Act
<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

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.)

Section/Number: Leave Management–006	Approval Date: (DD/MM/YY)
Subject: Compassionate Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Compassionate Leave to allow an employee to care for a family member.</p>	
<p>Definitions</p> <p>Immediate family is defined as an employee’s father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, common law spouse, grandchild, sister-in-law, brother-in-law, stepchild, foster child and all relatives permanently residing with the employee.</p> <p>Spouse means a person, regardless of gender, who is married to an employee, or has lived together with that person in a conjugal relationship outside of marriage if the employee represents that person as his or her spouse.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. An employee is entitled to Compassionate Leave, without pay, to provide care or support to a family member of the employee. <ol style="list-style-type: none"> 1.1. An employee may also use Special Leave if he/she has Special Leave Credits available. 2. To be eligible for Compassionate Leave the employee must submit an Application for Leave Form advising the Supervisor of the expected duration of the leave. 3. The employee’s family member must be suffering from a serious medical condition with a significant risk of death within 26 weeks of the request for leave. 4. The employee must provide, if requested by the Supervisor, a medical certificate confirming the medical condition referred to above. 5. The employee is entitled to eight weeks of compassionate leave without pay. Leave will begin on the day a medical certificate is issued or the day the employee takes the leave which- ever is earliest. It will end on the Saturday of the 26th week after the leave begins or the week of the death of the family member, which-ever is earliest. 6. Compassionate leave may be taken in separate periods, but each period must be of not less than one week’s duration. 	

Logo

Community Government Name

Attachments

Sample Leave Form

References

Employment Standards Act

<http://www.justice.gov.nt.ca/Legislation/SearchResults.asp?Option=Title&DBTable=LegReg&Parameter=E&Page=7>

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.)

Section/Number: Leave Management–007	Approval Date: (DD/MM/YY)
Subject: Bereavement Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Bereavement Leave to allow an employee to attend a family member’s funeral or memorial service.</p>	
<p>Definitions</p> <p>Immediate family is defined as an employee’s father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, common law spouse, grandchild, sister-in-law, brother-in-law, stepchild, foster child and all relatives permanently residing with the employee.</p> <p>Spouse means a person, regardless of gender, who is married to an employee, who has lived together in a conjugal relationship with that person outside of marriage if the employee represents that person as his or her spouse.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. An employee is entitled to Bereavement Leave, without pay, to attend the funeral of, or a memorial service for, a family member. <ol style="list-style-type: none"> 1.1. An employee may also use Special Leave if he/she has Special Leave Credits available. 2. Bereavement Leave, without pay, may be provided to employees to attend the funeral of, or a memorial service for, a non-family member with the approval of the Senior Administrative Officer. 3. The period of Bereavement Leave to which an employee is entitled is: <ol style="list-style-type: none"> 3.1. three days, if the funeral or memorial service will take place in the community in which the employee resides or 3.2. seven days, if the funeral or memorial service will take place outside the community in which the employee resides. 4. The Bereavement Leave may be split if the burial takes place at a date later than the date of the memorial and/or funeral service. 5. The employee will apply for Bereavement Leave using an Application for Leave Form. 6. The approved Application for Leave Form will be placed on the employee’s Personnel file. 	

Logo

Community Government Name

Attachments

Sample Leave Form

References

Employment Standards Act

<http://www.justice.gov.nt.ca/Legislation/SearchResults.asp?Option=Title&DBTable=LegReg&Parameter=E&Page=7>

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.)

Section/Number: Leave Management –008	Approval Date: (DD/MM/YY)
Subject: Court Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Court Leave as stipulated in the NWT Employment Standards Act.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. An employee is entitled to Court Leave to: <ol style="list-style-type: none"> 1.1. answer a summons for selection to serve on a jury 1.2. serve on a jury, or 1.3. answer a summons to attend as a witness in a legal proceeding. 2. Court Leave may be granted with or without pay depending upon the circumstances. <ol style="list-style-type: none"> 2.1. Where the employee will receive an honorarium equal to or greater than the daily rate of pay, Court Leave will be granted without pay. 2.2. Where the employee is entitled to an honorarium which is less than the daily rate of pay, Court Leave will be granted with pay and the employee must relinquish the entitlement to any honorarium. 2.3. Where an honorarium is not received, Leave is granted with full pay. 3. The period of Court Leave will be the period required to perform the duties referred to above. 4. The employee will apply for Court Leave using an Application for Leave Form. 5. The approved Application for Leave Form will be placed on the employee's Personnel File. 	
<p>Attachments</p> <p>Sample Leave Form</p>	
<p>References</p> <p>Employment Standards Act http://www.justice.gov.nt.ca/Legislation/SearchResults.asp?Option=Title&DBTable=LegReg&Parameter=E&Page=7</p>	

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.)

Section/Number: Leave Management–009	Approval Date: (DD/MM/YY)
Subject: Time Off for Elections	Amendment Dates:
<p>Policy</p> <p>The Community Government provides time off for voting to employees eligible to vote in First Nations, Federal, Territorial and Municipal elections.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Federal Elections and Referenda: Under the provisions of the <u>Canada Elections Act</u>, employees who are eligible to vote in a Federal election will be provided up to three (3) consecutive hours off to allow the employees to vote during the hours the polls are open. 2. Territorial Elections: Under the provisions of the NWT <u>Elections and Plebiscites Act</u>, employees who are eligible to vote in a Territorial election will be provided up to three (3) consecutive hours off to allow the employees to vote during the hours the polls are open. 3. Municipal Elections: The Senior Administrative Officer (SAO) may provide employees who are eligible to vote in Municipal elections time off to vote during the hours the polls are open. 4. First Nations Government Elections: The SAO may provide employees who are eligible to vote in First Nations Government elections time off to vote during the hours the polls are open. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>Canada Elections Act NWT Elections and Plebiscites Act</p>	

Section/Number: Seasonal Time Off With Pay-010	Approval Date: (DD/MM/YY)
Subject: Seasonal (Christmas) Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides employees time off with pay during the Seasonal Holiday Period.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees will be provided with time off with pay during the Seasonal Holiday Period as set by Council. 2. The Senior Administrative Officer will advise employees of the days at least 30 days prior to the Seasonal Holiday Period. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

Section/Number: Leave Management–011	Approval Date: (DD/MM/YY)
Subject: Casual Leave	Amendment Dates:
<p>Policy</p> <p>Employees may be granted Casual Leave for specific purposes.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. At the discretion of the Senior Administrative Officer (SAO), employees may be granted casual leave with pay to a maximum of two (2) hours, with no charge against leave credits, for the following purposes: <ol style="list-style-type: none"> 1.1. medical and dental appointments 1.2. appointment with school authorities with regards to their child or a child under their legal guardianship 1.3. appointment with regards to financial or legal appointments (i.e. mortgage application) at the discretion of the supervisor 1.4. for other purposes of a special or unusual nature where the SAO is satisfied that Casual Leave is warranted. 2. Employees must request Casual Leave as far in advance as possible so that the Supervisor can plan for operational requirements and service delivery during the employee's absence. 3. This policy does not apply to an employee who is on Vacation/Sick/Lieu time off, Leave Without Pay or under Suspension. 4. Items such as the amount of Casual Leave previously used in relation to others and/or current workplace demands can be used as deciding factors by the SAO when determining the reasonableness of Casual Leave requests. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

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.)

Section/Number: Leave Management–013	Approval Date: (DD/MM/YY)
Subject: Travel Time for Medical Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government will provide employees on approved medical travel with leave with pay for Medical Travel Time.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) will approve up to three (3) days of Medical Travel Time between the employee's place of residence and his/her point of departure and his/her return. <ol style="list-style-type: none"> 1.1. Medical Travel Time is not earned. 1.2. Medical Travel Time is for the actual travel time involved. 1.3. Medical Travel Time is not granted for escort duty. 1.4. A copy of the medical referral is required before Medical Travel Time is approved. 2. Employees will apply for Medical Travel Time using an Application for Leave Form. <ol style="list-style-type: none"> 2.1. A copy of the medical referral must be attached. 3. The SAO will approve the request for Medical Travel Time of up to three days for the travel from the place of residence to the point of departure and return. 4. The Leave Form will be placed on the employee's Leave File. 	
<p>Attachments</p> <p>Sample Leave Form</p>	
<p>References</p> <p>N/A</p>	

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.)

Section/Number: Leave Management–014	Approval Date: (DD/MM/YY)
Subject: Vacation Travel Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides employees with Vacation Travel Leave as described in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Vacation Travel Leave will not be granted within the first six months of employment. <ol style="list-style-type: none"> 1.1. An eligible employee is entitled to receive up to two (2) days of paid Vacation Travel Leave per year for vacation travel. 2. Vacation Travel Leave must be used in conjunction with Annual Leave and cannot be accrued from one year to the next. 3. An eligible employee may be granted Vacation Travel Leave when an equal or greater number of Annual Leave days has been requested in conjunction with the Vacation Travel Leave (i.e. an employee must use at least two Annual Leave Days in order to receive two Vacation Leave Days). 4. An eligible employee will apply for Vacation Travel Leave along with his/her application for Annual Leave. <ol style="list-style-type: none"> 4.1. The number of Vacation Travel Leave days must be equal to or less than the number of Annual Leave days. 5. The employee's supervisor will review the application and verify the entitlement and leave credits with the employee responsible for leave records 6. The Senior Administrative Officer will approve, change, reduce or deny the request based on the recommendation of the supervisor. <ol style="list-style-type: none"> 6.1. If the request is approved, the employee will be notified and the Application Leave Form placed on the employee's Personnel File. 6.2. If the request is changed, reduced or denied, the ED or his/her designate will notify the employee in writing. 	

Logo

Community Government Name

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.)

Section/Number: Leave Management –015	Approval Date: (DD/MM/YY)
Subject: Leave Without Pay	Amendment Dates:
<p>Policy</p> <p>The Community Government may provide Leave Without Pay at the discretion of the Senior Administrative Officer (SAO).</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Leave Without Pay may be approved for any reason other than the reasons covered in the Leave Management policies at the discretion of the Senior Administrative Officer (SAO). 2. Employees requesting Leave Without Pay must submit an Application for Leave Form stating the reason for the request and the duration of the requested Leave Without Pay. 3. Approval of the request is strictly at the discretion of the SAO. 4. The employee is not entitled to allowances or benefits while on Leave Without Pay. 5. Approved requests for Leave Without Pay will be placed on the employee's Personnel File. 6. The SAO will provide a written explanation in cases where Leave Without Pay is not approved. 	
<p>Attachments</p> <p>Sample Leave Form</p>	
<p>References</p> <p>N/A</p>	

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.)

Section/Number: Leave Management–016	Approval Date: (DD/MM/YY)
Subject: Special Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Special Leave under certain circumstances as described in this policy.</p>	
<p>Definitions</p> <p>Immediate family is defined as an employee’s father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, common law spouse, grandchild, sister-in-law, brother-in-law, stepchild, foster child and all relatives permanently residing with the employee.</p> <p>Spouse means a person, regardless of gender, who is married to an employee, or has lived together with that person in a conjugal relationship outside of marriage if the employee represents that person as his or her spouse.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Special leave is earned at a rate of ½ day per month in each month that an employee works a minimum of 10 days, to a maximum of 25 days. 2. Special leave of up to five (5) consecutive days will be approved: <ol style="list-style-type: none"> 2.1. for the purpose of caring for a sick dependent under the age of 18 2.2. for the purpose of the employee getting married 2.3. if there is a death of an immediate family member 2.4. in the event that a member of the immediate family residing outside the employee’s community of residence becomes seriously ill 2.5. other extraordinary circumstances with the approval of the Senior Administrative Officer (SAO). 3. Special leave may not be used for sick leave. 4. Special leave credits will be reduced as they are taken. 5. The employee must submit an Application for Leave Form which indicates the reason for the leave to the SAO for approval. 6. At the discretion of the SAO, Special Leave may be granted to an employee who is experiencing difficulties with the use of drugs and/or alcohol, and who has been referred to and has agreed to participate in a recognized addictions treatment program. 	

Logo

Community Government Name

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.)

Section/Number: Leave Management–017	Approval Date: (DD/MM/YY)
Subject: Education Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government is committed to enhancing the education and professional development of its employees.</p> <p>The Community Government may grant Education Leave and assistance to employees if it is in the best interests of both the Community Government and the employee.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Education Leave may be granted by the Community Government based on the career goals of the employee and the requirements of the Community Government. 2. Education Leave must be approved by Council. 3. If approved, Education Leave will be granted for a maximum of two years. 4. Employees will be expected to return to work for the Community Government for a minimum of a period equal to their Education Leave. 5. Tuition costs for approved education courses will be reimbursed once the employee provides proof of successful completion of the course. <ol style="list-style-type: none"> 5.1. Successful completion means a passing mark for the course or confirmation that the employee attended the course, if the course is not graded. 6. If approved, the Community Government may support the request for Educational Leave by providing the employee with no pay or up to xx% of salary during the period of leave. <ol style="list-style-type: none"> 6.1. The Community Government may further support the request for education leave by paying for other items such as costs of books, living expenses, etc. 6.2. Support will be provided in the form of a forgivable, interest free loan. 6.3. The loan will be forgiven if the employee returns to employment with the Community Government and works for a pre-agreed period of time equal to the number of months of educational leave. 6.4. Employee education costs will be amortized for a period equal to a pre-agreed period after the employee return to the workforce. 6.5. If the employee resigns from, or is terminated by, the Community Government, the unamortized education amount will be withheld from the last pay and/or a payback schedule will be set in place. 	

<ol style="list-style-type: none"> 7. Any employee on Education Leave will be guaranteed his/her current job, or another job at an equal level, upon return from education leave 8. Employees requesting Education Leave must submit an Application for Leave Form accompanied by: <ol style="list-style-type: none"> 8.1. a rationale for the leave and how the training or education will be of benefit to the Community Government and the employee 8.2. a description of the program to be taken 8.3. the type of leave and assistance requested. 9. Applications for Education Leave using the Application for Leave Form will be submitted to Council for consideration. 10. Approved applicants will be provided with leave and any other approved support, conditional upon to the employee's acceptance into the program. 11. Employees who are provided with supported leave will sign an agreement to return to work and repay any supports according to the terms as outlined above. 12. The Senior Administrative Officer will advise the employee in writing if their application is not approved and will include reasons why the application was denied.
<p>Attachments</p> <p>Sample Leave Form</p>
<p>References</p> <p>N/A</p>

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.)