

## REGULATIONS TO AMEND THE EMPLOYEES DIVISION REGULATIONS (2019)

The Treasurer of Nunatsiavut, acting under section 37 of the *Nunatsiavut Civil Service Act* and by decisions of the Executive Council issued the 21<sup>st</sup> day of January 2019, is pleased to enact the following regulations:

### Employee Policy Manual Amended

1. **Section 19(F) of the Employees Policy Manual, Annex 1 to the *Employee Division Regulations (2017)*, is deleted and replaced with the following:**

#### F. Family Responsibility Leave

1. A permanent full time or permanent part time employee is entitled to utilize up to five (5) days of family responsibility leave per fiscal year (35 hours maximum). This benefit shall be prorated each year for employees working less than full time hours, and based on the employee's anniversary date to the end of the fiscal year.
2. On the approval of the immediate Supervisor, family responsibility leave may be used for family responsibility purposes as follows:
  - (a) accompany a family member to a medical or dental appointment;
  - (b) attend to needs relating to the birth of the employee's child; or
  - (c) care for a sick family member (i.e. mother, father, child, grandchild).
3. An employee who resides in Nunatsiavut and who must travel out of town for purposes of medical appointments to accompany a family member may exceed the 35 hours to a maximum of 21 hours (3 days) each fiscal year. Documentation must be provided to the employer with the details of the medical trip.
4. This leave must be used within the fiscal year and cannot be carried forward into a new fiscal year and is not payable if not used for any reason, however caused.

### Temporary and Casual Employees Policy Manual Amended

2. **Section 18(D) of the Temporary and Casual Employees Policy Manual, Annex 2 to the *Employee Division Regulations (2017)*, is deleted and replaced with the following:**

#### D. Family Responsibility Leave

1. A temporary or casual employee with regularly scheduled full-time hours of work is entitled to utilize up to five (5) days of family responsibility leave per fiscal year (35 hours maximum). This benefit shall be prorated each year for employees working less than full time hours, and based on the employee's anniversary date to the end of the fiscal year.

2. On the approval of the immediate Supervisor, family responsibility leave may be used for family responsibility purposes as follows:
  - (a) accompany a family member to a medical or dental appointment;
  - (b) attend to needs relating to the birth of the employee's child; or
  - (c) care for a sick family member (i.e. mother, father, child, grandchild).
3. An employee who resides in Nunatsiavut and who must travel out of town for purposes of medical appointments to accompany a family member may exceed the 35 hours to a maximum of 21 hours (3 days) each fiscal year. Documentation must be provided to the employer with the details of the medical trip.
4. This leave must be used within the fiscal year and cannot be carried forward into a new fiscal year and is not payable if not used for any reason, however caused.

**Effective Date**

3. **These regulations shall come into effect on April 1<sup>st</sup>, 2019.**