

Maternity, Parental and Adoption Leave – UNW, Excluded, NWTTA and Senior Manager Employees

Benefit Overview

| Leave Type | Maximum Weeks | Maximum GNWT Paid Allowance * |
|---|---|-------------------------------|
| Maternity (Individual giving birth) | Up to 17 Weeks | Up to 17 Weeks |
| Parental - Standard (Taken with GNWT Maternity Leave) | <ul style="list-style-type: none"> • Up to 35 weeks for one parent; or • Up to 40 weeks if shared and eligible for EI Parental Sharing Benefit | Up to 17 Weeks |
| Parental - Extended (Taken with GNWT Maternity Leave) | <ul style="list-style-type: none"> • Up to 61 weeks for one parent; or • Up to 69 weeks if shared and eligible for EI Parental Sharing Benefit | Up to 17 Weeks |
| Parental/Adoption – Standard (No GNWT Maternity Leave) | <ul style="list-style-type: none"> • Up to 37 weeks for one parent; or • Up to 42 weeks if sharing and eligible for EI Parental Sharing Benefit | Up to 17 Weeks |
| Parental/Adoption – Extended (No GNWT Maternity Leave) | <ul style="list-style-type: none"> • Up to 63 weeks for one parent; or • Up to 71 weeks if sharing and eligible for EI Parental Sharing Benefit | Up to 17 Weeks |

Maternity leave can be taken in conjunction with parental leave. Once you have commenced parental leave, you cannot change between standard and extended leave options. If sharing Parental leave with another GNWT employee (UNW, Excluded, NWTTA or Senior Manager), each parent must choose the same option (either standard or extended).

What are Maternity and/or Parental Leave GNWT Allowances? Am I eligible for these allowances?

*Allowances are equivalent to 93% of an employee's weekly rate of pay less their weekly EI benefit. **The maximum Parental Leave with Allowance is available to both parents, up to 17 weeks each.** To be eligible for these allowances you must satisfy the following criteria:

1. Completed six months of GNWT continuous employment prior to start of leave
2. Sign a six (6) month return to service agreement for maternity leave
3. Sign a six (6) month return to service agreement for parental leave
4. Term employees must be able to satisfy the return to service agreements prior to term expiry
5. Relief employees allowance will be based on average hours worked 6 months prior to leave
6. Be approved for Employment Insurance benefits by Service Canada

Additional Information:

For detailed information, it is your responsibility to contact or reference:

Service Canada's Employment Insurance Benefit Program Details - www.ServiceCanada.gc.ca or call 1-800-206-7218

Terms of Employment - Applicable UNW Collective Agreement, Excluded Handbook, NWTTA Collective Agreement, or Senior Manager's Handbook – See the Articles/Sections for Maternity Leave and Parental Leave - <https://my.hr.gov.nt.ca/resources/terms-employment>

Public Service Pension Centre - If contributing to the Plan, contact the Pension Centre at 1-800-561-7930 to discuss how the length and type of leave impacts pension contributions. <https://my.hr.gov.nt.ca/employee-services/benefits/public-service-pension-plan>

How do I apply for this leave?

To have your request for GNWT Maternity/Parental Leave processed, the following must be submitted to the Benefits Specialist team at BenefitsTEBS@gov.nt.ca: Upon receipt of following information, we will proceed with the preparation of leave documents.

One (1) of the applicable:

- Doctor's note detailing you or your partners due date
- The child's birth certificate
- A letter detailing the adoption from Health Services/Lawyer/Adoption Agency

Copy written communication to your Supervisor/Manager requesting the period of leave

- For maternity leave, leave start date must commence on a Saturday prior to but not later than your expected due date
- For parental leave, leave must commence on a Saturday following the actual care and custody of the child
- Please review the Benefit Overview table to determine your leave type and length.

Indicate the type and length of leave being requested:

- Sick Leave
 - Sick Leave with/without pay during the confinement period may be requested to delay the start date of Maternity Leave.
- Maternity Leave with allowance, maternity leave without allowance
- Parental Leave with allowance, parental leave without allowance
- Standard or Extended parental leave

Are you are sharing parental leave? If so, confirm the following:

- Who will be satisfying the one week waiting period with EI?
- Are you sharing parental leave with a GNWT/WSCC employee? If so, provide length of Parental leave each person is requesting.

Always maintain up to date personal contact details in HRIS to ensure that we are able to reach you if required.

HRIS > Navigator > HRIS > Self Service > Personal Information