



PERSONAL LEAVE WITHOUT PAY (PLWOP) Benefits Summary and Return to Service Agreement

Name: _____ Employee ID: _____ Record: _____
 Department: _____

Leave Start: End: Inclusive
Day Month Year Day Month Year

PLWOP Leave Type requested (select one):

- | | |
|---|--|
| <input type="checkbox"/> Relocation of Spouse
<input type="checkbox"/> Insufficient Leave Credits over 6 days (Insufficient Vacation/Special – using personal leave without pay)
<input type="checkbox"/> Caregiving Leave
<input type="checkbox"/> Domestic Violence Leave
<input type="checkbox"/> Classroom Teacher - Cover off time for Remainder of School Year (maternity/parental) | <input type="checkbox"/> Short Term Training (no allowance)
<input type="checkbox"/> Short Term Training with allowance = representing _____ % of current salary
<input type="checkbox"/> Education Leave (include signed Ed Agreement)
<input type="checkbox"/> Work for another employer/benefit Territorial Public Service |
|---|--|

Part 1 – Request and Acknowledgement & Return of Service Agreement

To be Completed by the Employee

I hereby request that the above leave be granted and acknowledge that I have read the terms and conditions of Leave Without Pay in the Human Resource Manual Section 814 and my applicable Collective Agreement or Employee Handbook. I agree and understand that;

1. I cannot accept any other employment with the Public Service during the period of my leave. (Not applicable if taking leave for Relocation of Spouse)
2. As a GNWT employee, I remain subject to the Code of Conduct during my leave. I am required to disclose and obtain prior approval from my Deputy Head prior to engaging in volunteer activities, self-employment (including bidding on any contract work), outside employment and service (either volunteer or paid) on boards, councils or committees.
3. I agree to return to the Public Service of the Government of the Northwest Territories for a period equal to the duration of personal leave without pay granted following my leave. Should I not fulfill the service commitment, I recognize that I am indebted to the Employer. (Not applicable for Reservist leave, Insufficient leave credits (up to 8 weeks), Relocation of Spouse, Domestic Violence LWOP or Compassionate and Caregiver Leave).

By signing below, I also acknowledge that I have read and understand the information above, and the benefit summary information provided herein. I also confirm that my personal contact information in HRIS is current and that I will maintain as such for the duration of my leave.

Signature: _____

Date: _____



Part 2 – Approval for Personal Leave Without Pay

To be Completed by the Deputy Head or Approval Designate for the Employing Department with Approval Authority

I hereby approve the above requested leave.

Print Name:

Signature:

Date:

Process:

The Deputy Head or Approval Designate (per Departmental Approval Authorities) is responsible for submitting this form to BenefitsTEBS@gov.nt.ca.

Leave will not be processed until fully executed form has been received.

***Form must be submitted no less than 10 days prior to start of leave*.**

Questions can be directed to Management and Recruitment Services (MRS) or send a help desk ticket to HRHelpDesk@gov.nt.ca.

Financial and Employee Shared Services (FESS) can be contacted for benefits information (see part 3 of this form) by sending a help desk ticket to HRHelpDesk@gov.nt.ca.

Part 3 – Employee Benefits Summary

Record of Employment (ROE): The GNWT Payroll section will electronically file your ROE with Service Canada the same week of your last regular pay day. If your ROE has not been issued, please contact your Benefits Specialist via HR Help Desk.

**Note – please carefully review the applicable Collective Agreement/Handbook as some leave types require employees to provide Proof of Employment Insurance to the Employer once in receipt of the insurance payment.*

Pension and Supplementary Death Benefit (SDB): Contact the Pension Centre at 1-800-561-7930 to ensure you are provided with information related to the payment of the pension contributions required for your period of leave. We recommend that you contact their offices before commencing a period of leave and upon return from leave. Your Personal Record Identifier (PRI) is found in HRIS Self-Service > Leave Details.

Elective Service: If applicable, payments for elections (buy backs) of previous service will continue to be deducted from any earnings while on your leave of absence. For payments due during any periods of leave without allowance, you must make payment(s) directly to the Public Service Pension Centre. Contact the Public Service Pension Centre at 1-800-561-7930 to arrange for direct payment(s).

Disability Insurance (DI) or Long Term Disability (LTD): Current coverage continues during your period of approved leave. Please note, that for some leave types, the employee pays both the employee and employer contributions (double deduction) after three months. Premiums will be recovered on return from leave over a period equal to

the period of leave without pay. Payroll will calculate deficiencies upon return from leave and will send notification



of recovery details to the employee. For an estimate of employee and employer share of premiums please refer to the Pay Advice found in HRIS Self-Service > Pay Advice.

Public Service Management Insurance Plan (PSMIP): Premiums must be paid in advance directly to the insurer to maintain coverage. A letter will be sent to the employee's preferred email address in HRIS prior to the commencement of leave without pay. This letter will confirm premium amounts due and provide next steps.

Public Service Health Care Plan (PSHCP): Current coverage continues during your period of approved leave. The Employee pays the employee share of premiums during the period of approved leave. Employee premiums only apply to those enrolled in Hospital Provision Level 2 or 3, not Level 1. Please note, that for some leave types, the employee pays both the employee and employer contributions (double deduction) after three months. Premiums will be recovered on return from leave over a period equal to the period of leave without pay. Payroll will calculate deficiencies upon return from leave and will send notification of recovery details to the employee. For an estimate of employee and employer share of premiums please refer to the Pay Advice found in HRIS Self-Service > Pay Advice.

If you wish to opt out of the PSHCP Plan for your period of leave without pay you must submit notice to BenefitsTEBS@gov.nt.ca. If such notice is provided, coverage will be cancelled effective the month following the month in which the notice is received by our offices. Upon receipt of your notice we will send you an email to confirm premium and coverage end date. This option is irrevocable. Coverage will resume on the first day of the month following your return from leave.

Dental Coverage (Green Shield): While on approved leave, your enrolled coverage will continue as per your Terms of Employment.

Medical Travel Assistance (MTA): While on your approved leave, coverage continues as per your Terms of Employment. Medical travel inquiries should be directed to the HR Help Desk at: HRHelpdesk@gov.nt.ca.

16% Relief Bank: If applicable, 16% relief bank is not earned on Allowances. Any balance remaining at fiscal year end will be paid out on the last pay of May. Relief Bank inquiries should be directed to the HR Help Desk at: HRHelpdesk@gov.nt.ca.

Leave Credits: While on approved leave, leave credits are not accumulated.

Northern Allowance: While on approved leave, the Northern Allowance ceases.

Salary Increment: If applicable, a salary increment date will be reviewed according to your Terms of Employment.

Terms of Employment: It is the employee's responsibility to review Terms of Employment and the Human Resources Manual, section 0814 – Leave Without Pay. <http://www.hr.gov.nt.ca/handbooks-agreements>

HRIS Self-Service: It is the employee's responsibility to update contact details, personal phone number and personal email address in HRIS Self-Service prior to beginning your leave. You may find your benefit numbers, benefit plans and dependent information in HRIS Self-Service.

It is the employee's responsibility to monitor their pay advice and bring any discrepancies to our attention by contacting the HR Help desk at 1-866-475-8162 or HRHelpDesk@gov.nt.ca

Agreement changes: Notify your Benefits Specialist at BenefitsTEBS@gov.nt.ca prior to anticipated changes.

Additional Questions: If you have additional questions not outlined in this summary, contact your Benefits Specialist



at BenefitsTEBS@gov.nt.ca.

4 – References

Relocation of Spouse

- *Article 21 UNW Collective Agreement*
- *Excluded Employee Handbook, page 32*
- *Senior Managers Handbook, page 29*

Insufficient Leave Credits

- *Human Resource Manual section 0814 – Leave Without Pay*

Compassionate/Caregiver Leave

- *Article 21 UNW Collective Agreement*
- *Excluded Employee Handbook, page 36*
- *Senior Managers Handbook, page 32*

Domestic Violence Leave

- *Article 21 UNW Collective Agreement*
- *Excluded Employee Handbook, page 37*
- *Senior Managers Handbook, page 33*

Short Term Training

- *Article 48 UNW Collective Agreement*

Education Leave

- *Article 47 UNW Collective Agreement*
- *Excluded Employee Handbook, page 38*
- *Senior Managers Handbook, page 34*

Cover off time for Remainder of School Year (Classroom Teacher)

- *Human Resource Manual section 0814 – Leave Without Pay*

Leave to work for another employer/benefit Territorial Public Service

- *Human Resource Manual section 0814 – Leave Without Pay*