



EDUCATION LEAVE CHECKLIST

This checklist is intended to assist managers and supervisors in deciding whether to support a request for Education Leave, or Short-Term Leave for training from an employee who is excluded, a senior manager or a Union of Northern Workers member. These questions are designed to guide you to make an appropriate decision; however, not checking a box will not necessarily preclude you from supporting a request.

A reminder that education leave requests must be considered and responded to within 60 days of receipt.

The Education Leave Request Form and this checklist are intended to evaluate requests for Education Leave, as outlined in the [terms and conditions of employment](#):

- Excluded Employees' Handbook – Education Leave (p. 36)
- Senior Managers' Handbook – Education Leave (p. 31)
- UNW Collective Agreement – Articles 47 (Education Leave) & 48 (Short Term Leave for Training Purposes).

This process is not intended, nor is it required, to evaluate employees' requests for leave without pay, which may be granted to employees for education or other purposes, or employees' requests for reimbursement for courses taken on personal time.

Employees who are members of the Northwest Territories Teachers Association (NWT TA) have access to professional development in accordance with Article 16.01 and should be directed to request leave to attend a summer school courses in accordance with Article 15.11 (1) of the [NWT TA GNWT Collective Agreement](#).

Eligibility under the Indigenous Employment Policy

The Indigenous Employment Policy must be applied in the decision-making process.

Is the employee eligible for priority consideration under the Indigenous Employment Policy?

Yes No

Funding under the Indigenous Development Training Program

Employees with priority consideration under the Indigenous Employment Policy may be eligible for up to \$10,000 per fiscal year from the Department of Finance through the [Indigenous Development Training Program](#).

Has the employee applied for funding under the Indigenous Development Training Program?

Yes No

Have you consulted with your department or region's Human Resources Client Services team regarding this request?

Yes No

Length of service

An employee must have three years of continuous service before starting education leave. This may be waived by the Deputy Head in unusual or exceptional circumstances.

Does the employee have three (3) or more years of continuous service with the GNWT?

Yes No

How many years of continuous service has the employee completed? _____

Employee performance

To be eligible for education leave, an employee should have a performance document that indicates satisfactory performance, completed within the last twelve months.

Does the employee have evidence of a completed and satisfactory performance document?

Yes No

Mutual benefit

Education leave should only be approved if, in addition to benefiting the employee, it also provides some benefit to the GNWT. Consider whether the requested education leave aligns with the Department's succession planning goals.

Will this education or training be mutually beneficial to the employee and the GNWT?

Yes No

Will this support the department's succession planning goals?

Yes No

Leave Duration:

Education leave is time off to undertake full-time post-secondary studies for at least one academic year. Short-term leave for training is time off to take advanced or supplementary training of less than one academic year. Please select the most suitable option below:

| | |
|--|---|
| <input type="checkbox"/> Education Leave Length of Program: _____ | <input type="checkbox"/> Short-term Leave for training Length of Training: _____ |
|--|---|

Assistance Level

Education Leave

Complete this section only if you have selected “education leave” above.

Education Leave includes assistance for tuition, travel and one removal in and out.

Though it is considered leave without pay, a full or partial allowance may be paid instead of salary.

| Type of Allowance | Description | Criteria used to evaluate level of Assistance |
|---|--|--|
| <input type="checkbox"/> Assistance with Full Allowance | 100% of current salary | Employee’s skills have become technically obsolete, and retraining is required to carry out duties. |
| <input type="checkbox"/> Assistance with Partial Allowance Year of Study: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 | A minimum of 50% of present salary, up to 80% of salary If studies continue beyond 1 year, 10% may be added in each consecutive year of study, up to a maximum of 80% of salary | A need has been identified for training within the GNWT based on the most economical use of existing staff, rather than recruit outside of the GNWT. |
| <input type="checkbox"/> Assistance without Allowance | Assistance only. No allowance in lieu of salary | To obtain qualifications that are generally relevant to the present or future requirements of the GNWT. |
| No Assistance, no Allowance | <i>Contact your Human Resources Client Services team for more information about leave without pay for education purposes or reimbursement for courses taken on personal time.</i> | |

Short-Term Leave for training

Complete this section only if you have selected "short-term leave for training" above.

Short-term leave may be granted with or without pay and always includes some level of assistance. The table below outlines when leave with pay can be considered and, for all other requests, the criteria to evaluate the level of assistance.

| Type of Assistance | Description | Criteria used to evaluate level of Assistance Requested |
|---|---|---|
| <input type="checkbox"/> With Pay, Full Assistance | 100% Salary and Assistance which includes tuition, travel, and one removal in and out | <input type="checkbox"/> Is the employee an education assistant or school community counsellor who has been approved to attend a conference? <input type="checkbox"/> Is the training necessary for the employee to remain certified in a professional occupation, which is legally required and necessary for the performance of the employee's duties? <input type="checkbox"/> Did the Deputy Head direct the employee to take the training? |
| <input type="checkbox"/> Without Pay, Full Assistance | Full Assistance which includes tuition as well as travel | <input type="checkbox"/> Have the employee's skills have become technically obsolete? Is retraining required for the employee to carry out their duties? <input type="checkbox"/> Does the employee need to take the course(s) to keep up to date on new knowledge and techniques in their field of work or to maintain a certification? |
| <input type="checkbox"/> Without Pay, Partial Assistance | Partial Assistance may cover one of either the travel or the tuition. | <input type="checkbox"/> Has the department has been unsuccessful recruiting qualified people to carry out our essential work? <input type="checkbox"/> Has the department identified the need for training as important for the employee's career development within the GNWT? |
| Without Pay, No Allowance | <i>Contact your Human Resources Client Services team for more information about leave without pay for education purposes or reimbursement for courses taken on personal time.</i> | |