



## MEDICAL TRAVEL LEAVE

### PURPOSE

1. To outline provisions for leave and benefit entitlements for Government of Nunavut (GN) employees when approved medical travel outside the home community is required for the employee and/or his/her dependent(s) to obtain necessary medical services.

### PRINCIPLES

2. The employee medical travel benefits guidelines are based on the following Inuit Societal Values and guiding principles:
  - ***Inuuqatigiitsiarniq***: *respecting others, relationships and caring for people* – the Employee Medical Travel Benefits program should be designed to be fair, understandable, easy to access, and consistently applied across the territory;
  - ***Tunnganarniq***: *fostering good spirits by being open, welcoming and inclusive* – the Employee Medical Travel Benefits program should operate in a way that is accountable, sustainable, and responsive;
  - ***Pijitsirniq***: *serving and providing for family and/or community* – the cost of travel should not be an economic barrier to employees requiring health services that are not available in their home community; and
  - ***Piliriqatigiinni/ikajuqatigiinni***: *working together for a common cause* – all activities covered by the Employee Medical Travel Benefits program support an approach that places people first fostering self-reliance and support for Nunavummiut employed by the Government of Nunavut.

### APPLICATION

3. This directive applies to all GN employees except the following:
  - a) Casual employees with less than four months of continuous service;
  - b) Relief Workers;
  - c) Substitute Teachers;
  - d) Employees under a Workers' Safety and Compensation Commission claim;
  - e) Employees who are provided with a medical travel transportation entitlement by another employer;
  - f) Employees of Qulliq Energy Corporation (QEC); and
  - g) Employees and/or dependents not in the territory during a request for



medical travel.

## DEFINITIONS

4. Dependents – means the spouse of an Employee who is residing with the Employee. Any child, adopted child or stepchild of the Employee who:
  - a) Is attending school or is a student at some other institution, and is under 21 years; or
  - b) Is under 21 years and dependent upon the employee for support; or
  - c) Is 21 or older and is certified by a medical professional to be dependent upon the employee because of a mental or physical illness; or
  - d) Any other relative of the Employee who is a member of the Employee's household and is totally dependent upon the Employee for support because of a mental or physical illness.
5. Director – means the Director of Regional Operations or the Director Financial Operations in Headquarters.
6. Employee – means any Employee who is indeterminate or term. In order to be eligible a casual must have over 4 months continuous service or have a Casual Staffing Action (CSA) that has been extended over four months. Relief workers and Qulliq Energy Corporation (QEC) workers are not eligible for Employee Medical Travel Benefits under these guidelines.
7. Employee Medical Travel Benefits – means scheduled airfare; emergency medical evacuations (medevacs); ground transportation including taxi, shuttle, ambulance or in some cases mileage; duty travel rates as defined in *Financial Administration Manual (FAM) Directive 802-1: Duty Travel*, for meals, incidentals and accommodations.
8. Escort – means an adult (19 years of age or older) who is medically required to accompany an Employee or dependent and who is approved according to the Department of Health's Medical Travel Policy. Escorts must be able to provide the care required for the Employee or Dependent and may be required to provide interpreting services when traveling with a unilingual Employee or Dependent. For long term medical appointments, an Escort must be willing to stay with the Employee or Dependent for a minimum of four weeks before an alternate Escort would be considered.
9. Health Services – means insured services, as defined by the *Hospital*



*Insurance and Health and Social Services Administration Act* and the *Medical Care Act* that a Nunavut Practitioner deems medically necessary for an Employee or Dependent and that is not available in their home community. Dental treatment is not eligible for Employee Medical Travel Benefits unless approved by the Dental Coordinator with the Department of Health.

10. Nunavut Practitioner – means an individual who is licensed to deliver Health Services in Nunavut through employment or a contract with the Government of Nunavut, such as nurses, physicians, and midwives. For the purposes of these Guidelines, dental providers are not considered Nunavut Practitioners.
11. Private Accommodations – means non-commercial accommodations with friends, relatives or other accommodations not arranged or reimbursed by the GN.

## ROLES AND RESPONSIBILITIES

12. Deputy Minister of Finance

The Deputy Minister of Finance (Deputy Minister) is accountable to the Minister of Finance (Minister) for the administration of the Employee Medical Travel Benefits Program and Guidelines.

The Deputy Minister, or designate, may update this Directive and associated Guidelines to reflect current medical travel rates.

13. Director(s)

The Director(s) will provide advice and support for the implementation and administration of the Employee Medical Travel Benefits Program and Guidelines to all GN departments, Public Agencies and Employees.

14. Employees and Escorts

Employees and escorts are responsible to comply with all applicable provisions set out in the GN Employee Medical Travel Guidelines (Appendix A).

## PROVISIONS

15. Please see the GN Employee Medical Travel Guidelines in appendix A.



## AUTHORITIES AND REFERENCES

16. NEU Collective Agreement
17. NTA Collective Agreement
18. Senior Managers' Handbook
19. Excluded Employees' Handbook
20. Public Service Act
21. Public Service Regulations (Nunavut)  
Section 29.1 (1) Medical Travel Leave
22. Financial Administration Act
23. Financial Administration Manual

## CONTACTS

24. For further information or clarification, please contact:

**Director, Financial Operations**  
**Department of Finance**  
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**867-975-5800**

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**Department of Finance**  
**Rankin Inlet, Nunavut**  
**867-645-8500**

**Director, Kitikmeot Regional Operations**  
**Department of Finance**  
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