PREGNANCY/PARENTAL LEAVE
Eligible employees must work for the same employer for at least 12 months.
Eligible employees can take:
- 17 weeks unpaid pregnancy leave; or
- 61 weeks unpaid parental leave; or
- A maximum 78 weeks combined pregnancy and parental leave.
Eligible two-parent families can choose to share parental leave up to a maximum of 69 weeks.
Eligible employees must give written notice to their employer at least four weeks before the leave starts.
Employers cannot discriminate against employees because of the pregnancy, or leave taken or requested.

SICK LEAVE
Employees can take up to five days unpaid sick leave during a 12-month period if they:
- Cannot work due to illness or injury.
- Have been employed for 30 days or more with the same employer.
- Ask for time off and let the employer know the length of time they need.
Employers can ask for a medical certificate if the sick leave is more than three days.

FAMILY CAREGIVER LEAVE
Employees who provide care or support for a family member who is critically ill or injured can take unpaid leave of:
- up to 17 weeks for an adult family member; or
- up to 37 weeks for a child family member

FAMILY VIOLENCE LEAVE
Eligible employees can take up to ten days on an emergency basis when dealing with a family violence situation without needing to give prior notice to their employer. The first five days are paid and the remaining five days are unpaid.
Eligible employees can take up to 15 weeks of unpaid leave with prior written notice to their employer to address ongoing family violence situations.

BEREAVEMENT LEAVE
Employees may take three to seven days of unpaid leave to attend a family member’s funeral or memorial. The length of time depends on where the employee lives and where the service is held.

LEAVE

This publication is not a legal document. It outlines general information about the Employment Standards Act.
If there is a difference between this publication and the Act or Regulations, the legislation prevails.

For more information about the Act and how it applies to you, please contact:
Employment Standards Department of Education, Culture and Employment
Government of the Northwest Territories
P.O. Box 1320, Yellowknife, NT X1A 2L9
Phone: (867) 767-9351 Option 3
Toll free: 1-888-700-5707 (Canada-wide)
Email: employment_standards@gov.nt.ca
Web site: www.ece.gov.nt.ca

If you have questions or feel you are not receiving proper entitlements under the Act, please contact the Employment Standards office for assistance.

January 2020
WAGE

Minimum wage in the Northwest Territories is $13.46 per hour.

STATUTORY HOLIDAYS

The 10 statutory holidays in the Northwest Territories are:
1. New Year’s Day
2. Good Friday
3. Victoria Day
4. National Aboriginal Day
5. Canada Day
6. 1st Monday in August
7. Labour Day
8. Thanksgiving Day
9. Remembrance Day
10. Christmas Day

To be eligible for statutory holiday pay employees must:
• Work for the same employer at least 30 days in the 12 months before the holiday.
• Work on the statutory holiday if called to work.
• Work the last scheduled shift before the holiday and the next scheduled shift after the holiday. Approved vacation and sick leave do not change the requirement to pay statutory holiday pay.

If the holiday falls on a non-working day and eligible employees do not work, they get an average day’s pay.

REST

Employees must get at least:
• One day of rest per week;
• Two days of rest in a row for each two-week work period; or
• Three days of rest in a row for each three-week work period.

NOTICE

If employment is ended by the employer without just cause:
• Employees who work for the same employer for 90 days or more are entitled to two weeks written notice or pay in lieu of notice.
• The notice period for three years of employment or more is one week for every year of employment, up to a maximum of eight weeks.
• All wages owing to an employee must be paid within 10 days of their last day of work.