



DRH-01B	
Title :	Procedure for the use of accommodation during absences
Responsible for the application	Direction of human ressources
Type of document :	<input type="checkbox"/> Rules <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure
Approved by :	Internal Management Committee : November 10 th 2020
To whom :	All employees hired from more than 50 km of their workplace

Note: This document invalidates any previous document on the same subject.

1- PREAMBLE

Employees hired more than 50 km from their place of employment are entitled to the benefit of housing provided by the employer. This procedure, which is part of the housing policy, sets out the terms and conditions for the use of housing in the event of absences.

2- GOAL / OBJECTIVES

Clarify the procedure applicable to employees' accommodation when absent from work.

3- PERSONS CONCERNED

- 3.1 Employees hired more than 50 km away from their work assignment
 - 3.2 Manager
 - 3.3 Person in charge of lodging
 - 3.4 Direction of human resources (DHR)
 - 3.5 Executive Direction

4- ROLES AND RESPONSIBILITIES

- 4.1 Employees hired more than 50 km: Employees must read this procedure, refer to it and comply with it
 - 4.2: Managers: Managers are called upon to collaborate in the search for solutions and in the follow-up of problematic situations concerning the personnel under their authority.
 - 4.3 Person in charge of lodging : The person in charge of lodging ensures the application of the present policy by making the necessary follow-ups to the employees.

4.4 Direction of Human Resources: Direction of Human Resources ensures the conformity of the practices indicated in the present document in relation to the highlights of the Executive Committee.

4.5 Executive Direction : The Executive Director retains his right of stewardship over the application of the procedure: the ED or Deputy ED is responsible for deciding contentious issues. They are the only persons with the authority to authorize exceptions to this policy.

5- APPLICATION MODALITIES

5.1 Absence of the homeowner

An employee leaving his accommodation for more than 30 days will be required to store all his personal belongings in a room or storage space and leave the accommodation in impeccable condition, failing which he will be billed for the costs incurred to restore the accommodation to this condition.

5.1.1 Absence of the employee - villages other than Kuujjuaq

Considering the serious shortage of housing in villages other than Kuujjuaq, employees who obtain an individual lodging of 2 rooms or more as of January 1, 2021 will have to leave the place available and clean during any period of leave. During this period, their accommodation will be used to accommodate other employees. The person holding an individual lodging unit will be reimbursed a fee of 50\$ per day for the use of personal belongings and the maintenance of cable and Internet services.

5.2 Medical leave over 30 days

An employee who wishes to remain in his assigned accommodation during an absence of more than 30 days will have to ask the authorization from the employer. In case of refusal of the request, the employee will have to vacate his individual or shared accommodation for the duration of the absence.

5.2.1 Individual housing

An employee who is absent for more than 30 days for a reason other than an unpaid leave will retain his residence. He must empty all cupboards and pack his personal belongings for storage unless he gets to an agreement with the employer. If he is unable to do so, he must designate a person to do it for him. In the event that no one can do so, the employer will mandate a company to pack the employee's personal effects and the employee will be billed.

In the case of a 2 or more bedrooms apartment , personal belongings must be stored in the smallest room in the apartment. For a one-bedroom apartment, the employee's personal effects may be stored in Kuujjuaq if space is available. The accommodation will then be used to temporarily house other employees. The personal effects still accessible in the apartment will be considered as usable by the employee temporarily living in the premises.

5.2.2 Shared accommodation

An employee who is absent for a period of more than 30 days will give up his shared accommodation and a new shared or transit will be assigned to him upon his return. The employee will have to pack his personal effects. If he is unable to do so, he must mandate a trustworthy person to do so for him. In the event that no one can do so, the employer will mandate a company to pack the employee's personal effects and the employee will be billed. The employee's personal effects may be stored in Kuujjuaq if space is available. The shared accommodation will then be assigned to a new employee.

5.3 Leave without paid, Leave without paid for studies

An employee who is absent for a leave without paid or a leave without paid for studies will be required to vacate his home completely and it will be posted. The employee will have to notify the employer 30 days prior to his return to the territory in order to be offered a temporary solution while waiting for the next housing posting. His personal belongings may be stored in Kuujjuaq if space is available.

5.4 Deferred Leave

An employee who is absent for a deferred leave retains his lodging, but must empty all cupboards and pack his personal belongings for storage. In the case of an apartment with 2 bedrooms or more, personal effects must be stored in the smallest room of the lodging. For a 1-bedroom apartment, personal belongings will have to be packed and may be stored in Kuujjuaq storage if space is available. The accommodation will be used as a temporarily house for other employees. Personal effects still accessible in the apartment will be considered as being for the use of the employee temporarily residing on the premises.

5.5 Maternity and parental leave

An employee on maternity leave on the territory is entitled to his housing for the first 21 weeks of the leave. At the end of this period, the employee wishing to remain on the territory must make a request to this effect. In the event of a refusal of the request or the absence of request, the employee who has not returned to work will have to leave the territory in order to leave his dwelling to the employer to be used in transit.

In this situation, he retains his privilege and will repossess the same individual dwelling upon her return. The employee will have to empty all cupboards and pack his personal belongings to put them in the smallest of the rooms. The personal effects still accessible in the apartment will be considered as usable by the employee temporarily residing on the premises.

If the employee does not intend to return to the territory during his first 21 weeks, he must advise the person responsible for the housing for this person to suspends his taxation benefits and transforms the house into a transit for the duration of his absence.

For his part, the employee who wishes to remain in his housing after the 21 weeks paid by the employer will have to make a request to the person in charge of housing. In case

of acceptance, the employee will have to pay the full price to continue to occupy the accommodation.

5.6 Partial leave without pay

An employee who avails himself of a partial leave without pay (parental or other) will have to pay rent in proportion to the time worked. As an example, if the employee works 60% of his position on a full-time basis, he will have to pay 40% of the cost of the rent.

6- RESPONSIBILITY FOR ENFORCEMENT

The Direction of human resources is responsible for the application of this policy.

7- COMING INTO FORCE

The present agreement comes into force following the approval by the Internal Management Committee on the date of: November 10th 2020.