



Hay River Health and Social Services Authority
FRIENDS AND FAMILY TRAVEL PROGRAM
PAYMENT GUIDELINE

1. Purpose

The Hay River Health and Social Services Authority Friends and Family Travel Program (FFT Program) is an incentive program available to indeterminate, term, and casual front-line nurse practitioners, and registered nurses providing direct patient care; and permanent and locum physicians providing direct patient care who are scheduled for a minimum of five full, regular shifts between December 20, 2025, and January 4, 2026, inclusive.

Eligible individuals have the opportunity for financial support to bring up to two family members and/or friends or vehicles, to their community of employment.

The objective of the FFT Program is to address staffing shortages over the holiday season by incentivizing staff with an opportunity to work, while still celebrating the holidays with family and friends. This program will:

- Help address staffing shortages in hard-to-fill positions within the NTHSSA over the holiday season.
- Help in supporting a healthy work/life balance for employees working over the holiday season.
- Build and enhance employee engagement, by offering employees incentives to work and visit the NWT.

2. Eligibility and Criteria for Approval

To be eligible for the FFT Program, the employee must be:

- An indeterminate (full-time, part-time, relief), term, or casual front-line nurse practitioner or registered nurse providing direct patient care within the HRHSSA, scheduled to work a minimum of five full, regular shifts between December 20, 2025, and January 4, 2026, inclusive.; **or**
- A permanent or locum physician providing on-site patient care within the HRHSSA, scheduled to work a minimum of five full, regular shifts between December 20, 2025 and January 4, 2026 inclusive. A shift is calculated as 8 or more hours of scheduled medical services.

Travel must be completed between December 1, 2025, and January 31, 2026. Travel costs incurred for travel beginning prior to December 1, 2025, or concluding after January 31, 2026, will be not eligible for reimbursement.

3. Review, Approval and Appeal

Eligibility will be determined by the employee's direct supervisor and Chief Executive Officer, or Director of Finance. Approval is completed using the FFT Application Form, denials will be communicated to the employee.

There will be no appeal process.

The deadline to submit completed applications is December 18, 2025 at 11:59pm MST. Applications received after this time will not be considered.

The deadline to submit claims is March 15, 2025 at 11:59pm MST.

4. Supporting Data

Employees will be required to provide the approved FFT Application Form and the completed FFT Claim Form, see HRHSSA FFT Program Guidelines for forms.

Employees will also be required to provide documentation to their claim:

- Travel by Air – attach a copy of the travel invoice showing dates of travel, flights and total costs.
- Travel by private vehicle – Employee to submit a printed map, such as Google Maps or another mapping software highlighting the starting and ending locations, total kilometers traveled, and include fuel receipts dated to match the travel period, as verification that the trip was completed.

5. Amount and Funding

The program will cover the costs of flights and/or travel by privately owned vehicle, to a maximum of \$2,000 per employee. Total costs per employee will be reported to the Chief Executive Officer on a regular basis by the Director of Finance.

6. Revenue and Expenditure Codes

Expenditures for this program will be charged to the following codes:

- Primary/Department Code – the department in which the employee is working in
- Secondary Code
 - 31011 – Non-Unit Producing Employees
 - 31211 – Non-Unit Producing Employee – casual
 - 35011 - Unit Producing Employees
 - 35211 – Unit Producing Employees – casual

Approved By:

Erin Griffiths
Chief Executive Officer
Hay River Health and Social Services Authority

Date