



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 indeterminate, term and locum physicians providing direct patient care who are scheduled for a minimum of five full shifts between December 21, 2024, and January 5, 2025, 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 HRHSSA 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, casual front-line nurse practitioner or registered nurse providing direct patient care; or indeterminate, term or locum physician providing direct patient care within the HRHSSA; and

- Scheduled to work a minimum of five full shifts between December 21, 2024, to January 5, 2025, inclusive. Where applicable, paid travel days are included in the five-shift minimum.
- Travel must be completed between December 1, 2024, and January 31, 2025. Travel beginning prior to December 1, 2024, or concluding after January 31, 2025, 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.

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 provide a print out of google maps or other map software showing starting and ending destination and total kilometers

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.

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

October 21, 2024
Date