



EARLY RETIREMENT INCENTIVE

GNWT INTERNAL APPLICATION PROCESS

CURRENT STATUS

Federal legislation received Royal Assent on March 26, 2026, and the Early Retirement Incentive (ERI) program is now in effect. As plan members in the federal pension plan, eligible employees of the Government of the Northwest Territories may apply to the program.

The program is temporary and voluntary, with the following timelines:

- an application period ending July 24, 2026; and
- the latest possible retirement date of January 20, 2027 with the last possible day of work being January 19, 2027.

GNWT employees are subject to a manual application and approval process.

NOTE: If employees have previously submitted their resignation or retirement and the Employer has officially accepted the resignation or retirement, it cannot be rescinded or postponed in favour of the Early Retirement Incentive.

APPLICATION PROCESS

STEP 1 – DETERMINE ELIGIBILITY

Review the Government of Canada's [Early Retirement Incentive](#) website.

- Employees who have received a written letter from the Federal Government confirming their eligibility for ERI can apply.
- Employees who have not received a written letter, but believe they are eligible, should contact the [Pension Centre](#) before proceeding further with their application.

STEP 2 – EMPLOYEE DISCUSSION WITH MANAGER

Managers and supervisors will play an important role in early discussions with employees. Employees are encouraged to speak with their supervisor before applying so that operational realities and expectations are understood early. Further guidance for managers and supervisors has been provided in a separate message sent out by HR Client Service Managers.



Employees should access the [Pension Centre Calculator](#) or contact the [Pension Centre](#) to make a personal decision concerning their financial capacity to retire early.

STEP 3- APPLYING

Employees are required to fill out Section A of the Government of Canada provided application form and to submit the full early retirement application document.

The application is to be submitted to their manager and the GNWT Early Retirement Incentive Coordinator in the Department of Finance (via email at GNWT_ERI_Admin@gov.nt.ca).

Within 5 business days, the GNWT ERI Coordinator will validate the employee's eligibility and forward the application to the applicable Deputy Head for consideration, copying the manager. The manager will provide any further information, as required and requested, to the Deputy Head and the GNWT ERI Coordinator.

The GNWT ERI Coordinator's role is to support the Deputy Head in completing the certification process by assessing applications against the criteria established by the Treasury Board and to provide a recommendation to the Deputy Head to either certify or not certify the request.

Employees are encouraged to apply early but will have until July 24, 2026 to submit their applications.

STEP 4 – DEPUTY HEAD SUPPORT

Deputy Heads play a central role in encouraging and supporting eligible and interested employees in applying and assessing applications within their department or agency. Under the program parameters established by the Treasury Board of Canada, applications may only proceed where departments are able to certify that:

- there is a demonstrable need to reduce the workforce;
- services to residents will continue to be maintained; and
- current and future operational and business needs will continue to be met.

The assessment must be made on a case-by-case basis, taking into account service delivery, workforce capacity, succession planning, and business continuity.

Deputy Heads will have two choices and will document those in an email to the GNWT ERI Coordinator:

- Certify that all of the program criteria set by the Treasury Board is met; **OR**
- Note which of the criteria is not met.

If the GNWT ERI Coordinator recommends not certifying an application, they will identify which criteria was not met. However, the Deputy Head responsible for the Public Service is the only individual



authorized to make the final certification decision and the only Deputy Head who is authorized to sign Section B.

If the departmental/agency Deputy Head does not agree with the recommendation, the application will be returned to the GNWT ERI Coordinator to revise it.

Within a reasonable period of time (generally considered to be 3 business days) of receipt, Deputy Heads are to consider applications and respond to the GNWT ERI Coordinator indicating whether they support the application or not. The GNWT ERI Coordinator will forward to the Deputy Head responsible for the Public Service for completion of Section B. Once Section B is complete, the GNWT ERI Coordinator will return the application to the employee and their manager for completion of Section C.

For any applications that are determined to not meet the criteria established by the Treasury Board, the Deputy Head must also document the justification for the decision separately. Please note that the reasons for not certifying the application will be provided to the employee. MRS will provide a template to ensure consistent messaging.

Deborah Ross, Director, Management and Recruitment Services (MRS), Finance has been designated as the GNWT Early Retirement Incentive Coordinator.

Section C of the application will be completed in conjunction with the employee, manager, and GNWT ERI Coordinator, and duly signed by all parties.

STEP 5 – DEPUTY MINISTER RESPONSIBLE FOR THE PUBLIC SERVICE APPROVAL

The Deputy Minister responsible for the Public Service provides final approval and will consider how the cumulative GNWT wide impacts will be managed.

Managers are required to wait the obligatory 48 hours before accepting the resignation date on applications that are given the final approval. It's important that employees understand that once acceptance has occurred, they cannot withdraw or change their minds. However, if the Pension Centre does not approve the employee's application under the program the employee can choose to continue working or return to work and be granted appropriate leave for any time away from work

Resignation dates must be no earlier than the eligibility date confirmed by the Government of Canada and no later than January 20, 2027 (last day of work January 19, 2027).

STEP 6 – PENSION CENTRE SUBMISSION

The GNWT ERI Coordinator will collect and submit all approved applications to the Pension Centre.

Employees will be notified that their approved request has been forwarded to the Pension Centre and to Financial and Employee Shared Services with a copy to the applicable HR Client Service Manager.



Employees will not be required to fill out or submit an additional retirement document. The HR Client Service Manager will complete their normal steps when an employee provides notification of retirement.

STEP 7 – PENSION CENTRE CONFIRMATION

The Pension Centre will review the application to confirm that the employee meets eligibility parameters.

If an employee meets the eligibility parameters, the Pension Centre will send them a retirement package for completion.

If it is determined that an employee doesn't meet the eligibility parameters, the Pension Centre will advise the employee directly.

If the Pension Centre denies the employee's application, the employee is not deemed to have resigned or retired.

REPORTING REQUIREMENTS

An FMB Information Item is required and will need to include:

- Cumulative GNWT wide impacts
 - Number of retirements under this program
- Number of positions reduced, vacant positions deactivated, or other resulting workforce reductions

The FMB Information Item will be shared with the FMB during a September 2026 meeting.