**REQUEST FOR LEAVE OF ABSENCE**

**FOR CUPE UNION BUSINESS**

**PART A:** To be completed by Employee and Union and given to Manager/Supervisor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYEE NAME**  **(Clearly print your name):**  **EMPLOYEE #:** | **UNION AFFILIATION:** | | **DEPARTMENT/DIVISION:** | |
| **CUPE 905 (YRU)** |  |
| **CUPE 905 (LTC)** |  |
| **DATE(S) OF ABSENCE (INDICATE DATE AND NUMBER OF HOURS REQUIRED):** | | | | |
| **DATE(S):** | | | | **TOTAL NUMBER OF HOURS:** |
| **REASON FOR LEAVE:** | | | | |
| **EMPLOYEE SIGNATURE:** | | | | **DATE:** |
| **UNION’S SIGNATURE:** | | | | **DATE:** |

**PART B:** To be completed by Supervisor and forwarded to Human Resources Branch - Labour Relations

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUEST GRANTED:** |  | **ACCOUNT # TO BE CHARGED (GL #):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_­\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **REQUEST DENIED:**  **(Reason for denial attached)** |  |
| **SUPERVISOR’S SIGNATURE:**  **(Clearly print your name)** | | | **DATE:** |

**PART C:** To be completed by Human Resources Branch - Labour Relations.

|  |  |  |  |
| --- | --- | --- | --- |
| **AUTHORIZED:** |  | **NOT AUTHORIZED:**  **(REASON TO BE INDICATED)** |  |
| **AUTHORIZING SIGNATURE:**  **(Clearly print your name)** | | **DATE:** | |

**LEAVE FOR UNION BUSINESS**

Subject to the provisions of their respective Collective Agreement, Employees may be granted leaves of absence to attend to Union business (e.g. conventions, seminars, or preparation for collective bargaining). During these authorized leaves, the Employee’s salary and applicable benefits shall be maintained by the Region and the Union will be billed for reimbursement.

Leave for Union business should not be confused with approved leaves of absence with pay from the job as a result of the requirement for Union representation in business directly associated with the Employer (e.g. to attend meetings with the Employer, to investigate and process grievances, participate in Arbitration, and other functions related to the role of the Union Officer, Steward, or Union Committee member). In addition, leaves of absence granted to Health and Safety Committee members to attend Health and Safety meetings would not be considered as Leave for Union business.

Approval for the above requests for leave should not be unreasonably withheld.

**PROCEDURE**

1. The appropriate Collective Agreement should be consulted to determine whether Employees are entitled to this leave and under what conditions and circumstances.

2. A Request for Leave of Absence for Union Business forms must be completed and approved in advance of the leave, and within the time frames detailed in the respective Collective Agreements.

(a) Part A must be completed by the Employee and the Union. The Union’s signature indicates that the Union is authorizing the absence and will reimburse the Employer for the associated costs.

(b) Part B must be completed by the Supervisor and forwarded to the Human Resources Branch - Labour Relations.

(c) Part C shall be completed by Human Resources Branch - Labour Relations and a copy of the completed form shall then be returned to the Union Treasurer

3. All three (3) sections must be approved before the Employee is authorized to be away from work on this leave. Once all authorizations have been received, the Department shall code Leave of Absence for Union Business as payroll code #08.

4. The Human Resources Branch - Labour Relations shall invoice the Union every three (3) months through the Finance Department for full reimbursement.