

## REQUEST FOR LEAVE OF ABSENCE FOR CUPE UNION BUSINESS

**PART A:** To be completed by Employee and Union and given to Manager/Supervisor within the timeframes detailed in the respective Collective Agreements. Incomplete requests will be denied.

EMPLOYEE NAME _____	DEPARTMENT/DIVISION _____	
EMPLOYEE # _____	UNION AFFILIATION <input type="checkbox"/> CUPE 4900 <input type="checkbox"/> CUPE 905 (LTC)	
DATE(S) OF ABSENCE _____ _____ _____	REASON FOR LEAVE  <input type="checkbox"/> CUPE 4900 – CONVENTION / SEMINAR <input type="checkbox"/> CUPE 4900 – UNION TRAINING <input type="checkbox"/> CUPE 4900 – BARGAINING PREP <input type="checkbox"/> CUPE 4900 – EMPLOYER MEETING PREP <input type="checkbox"/> CUPE 4900 – CUPE NAT/ON COMMITTEE  <input type="checkbox"/> CUPE 905 – CONVENTION / SEMINAR <input type="checkbox"/> CUPE 905 – UNION TRAINING <input type="checkbox"/> CUPE 905 – BARGAINING PREP	
TOTAL HOURS		
EMPLOYEE SIGNATURE		DATE
UNION'S SIGNATURE		DATE

**PART B:** To be completed by Supervisor and forwarded to [CAO\\_PEC\\_LabourRelations@york.ca](mailto:CAO_PEC_LabourRelations@york.ca)

<input type="checkbox"/> REQUEST GRANTED	ACCOUNT # TO BE CHARGED (GL #) _____ - _____ - _____ - _____
<input type="checkbox"/> REQUEST DENIED	
SUPERVISOR'S SIGNATURE	DATE

**PART C:** To be completed by People, Equity and Culture - Labour Relations

<input type="checkbox"/> AUTHORIZED	<input type="checkbox"/> NOT AUTHORIZED
AUTHORIZING SIGNATURE	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 under Article 7 and confirm the entitlement under the reason specified.
2. A Request for Leave of Absence for Union Business forms must be completed and approved in advance of the leave, and within the timeframes 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 [CAO\\_PEC\\_LabourRelations@york.ca](mailto:CAO_PEC_LabourRelations@york.ca)
  - (c) Part C shall be completed by People, Equity and Culture - Labour Relations and a copy of the completed form shall then be returned to the Union Treasurer
3. All three (3) parts (a, b, c) must be approved before the Employee is authorized to be away from work on this leave. Once all authorizations have been received, the Employee shall code Leave of Absence for Union Business as payroll code #08.
4. People, Equity and Culture - Labour Relations shall invoice the Unions every three (3) months through the Finance Department for full reimbursement.