

Application for Leave on Union Business

TO: Human Resources Assistant

FROM: CUPE Local 1858

NAME: _____

DETAILS OF MEETING: _____

VIU DEPARTMENT: _____

REPLACEMENT REQUIRED: YES

| Dates | A. Without Pay | | B. With Pay | |
|-------|----------------|--------|-------------|--------|
| | Hours | Reason | Hours | Reason |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- Reasons:
- A. Without Pay – Wages are paid by the Union
1. Appointed to attend conventions of Union
 2. Appointed to attend Union business away from premises of employment
 3. Representative of the Union to attend bargaining meetings
 4. Other (specify): _____

- Reasons:
- B. With Pay
6. Representative to attend Union negotiations
 7. Steward duties at the workplace
 8. Witness at Arbitration or Grievance Boards
 9. Other (specify): _____

Date

Union Official (approval of leave)

Date

Employee's Supervisor

**To be completed by Human Resources Department and forwarded to Accounting for invoicing.
Copy to be returned to Union.**

Total Hours _____

Daily Rate: \$ _____

Without Pay:

Amount Owing: \$ _____

Date: _____

Cost Centre: _____

CUPE Local 1858

Director, Human Resources

***Confirmation of Leave
TO BE SIGNED AFTER LEAVE COMPLETED***

Date

Union Official