

Application for Leave on Union Business

To: Human Resources Assistant

Name: _____

From: CUPE Local 1858

Phone Local: _____

Details of _____

VIU Depart/ _____

Meeting: _____

Faculty: _____

Replacement _____

Required: **YES / NO** _____

Dates	Without Pay <i>(CUPE reimburses VIU for wages/benefits)</i>		With Pay <i>(VIU pays for wages & benefits)</i>	
	Hours	Reason	Hours	Reason

Reasons – Leave Without Pay

- 1) Appointed to attend Union conventions
- 2) Appointed to attend Union business
- 3) Appointed to attend bargaining meetings
- 4) Other (specify): _____

Reasons – Leave With Pay

- 5) Appointed to attend Union negotiations
- 6) Steward duties at the workplace
- 7) Witness at Arbitration or Grievance Boards
- 8) Other (specify): _____

Date

Employee's Supervisor (Print & Sign)

Date

Union Official (approval of leave)

Return form to CUPE Office for processing

Confirmation of Leave – Completed by Union AFTER leave is confirmed.

Date

Union Official (confirm leave occurred)

To be completed by Human Resources Department AFTER Union confirmation of leave. Form then forwarded to Accounting for invoicing to CUPE Local 1858. Copy to be returned to the Union.

Total Hours
Without Pay: _____

Cost Centre: _____

Hourly Rate: _____

Date: _____

Total Owing: _____

Processed _____

By: _____

Human Resources (Print & Sign)

Note: The Union is only responsible for leaves that are duly signed, authorized and confirmed by the Union.