

# Application for Leave on Union Business (CUPE Local 1858)

Name: \_\_\_\_\_ Phone Local: \_\_\_\_\_

Employee No \_\_\_\_\_ Dept/Faculty: \_\_\_\_\_

Mtg Details: \_\_\_\_\_ Replacement Required:  Yes  No

Dates	Without Pay <i>(CUPE reimburses VIU for wages/benefits)</i>		With Pay <i>(VIU pays for wages &amp; 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
- Grievance Number(s):** \_\_\_\_\_
- 7) Witness at Arbitration or Grievance Boards
- 8) Other (specify): \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor/Manager (Print & Sign)  
*Must have appointment work order signing authority*

\_\_\_\_\_  
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: \_\_\_\_\_

Work Order: \_\_\_\_\_

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.*