

Application for Leave on Union Business (CUPE Local 1858)

Name: _____ Phone Local: _____

Employee No _____ Dept/Faculty: _____

Mtg Details: _____ Replacement Required: ☐ Yes ☐ No

Dates	Union-Paid Leave <i>(CUPE reimburses VIU for wages/benefits)</i>		Employer-Paid Leave <i>(VIU pays for wages & benefits)</i>	
	Hours	Reason	Hours	Reason

Reasons – Union-Paid Leave

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

Reasons – Employee- Paid Leave

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

STEP 1:

Date

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

Once signed, please forward original, signed form to Union office for approval

Date

Union Official (Approval of Leave)

STEP 2:

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.
Updated: October 27, 2025