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

Hours   Reason   Hours   Reason   Reason   Hours   Reason	Name:		Phone Local:			
Dates    Union-Paid Leave	Employee No		Dept/Faculty:			
Cupe reimburses VIU for wages/benefits  (VIU pays for wages & benefits, Hours Reason Hours Reason Hours Reason Hours Reason Reason Hours Reason Hours Reason Hours Reason Public Public Hours Reason Hours Reasons - Union-Paid Leave Reasons - Employe- Paid Leave S) Appointed to attend Union conventions S) Appointed to attend Union negotiations 6) Steward duties at the workplace Grievance/Article Number(s):	Mtg Details:	Replacement Required:   Yes   No				
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):  TEP 1:  Date  Employee's Supervisor/Manager (Print & Sign) Must have appointment work order signing outhority Once signed, please forward original, signed form to office for approval  To be completed by Human Resources Department forwarded to Accounting for invoicing to CUPE Local 1858. Copy to be returned to the Union  Total Hours Vithout Pay:  Union Official  Work Order:  Date:  Processed  Processed  Date:  Processed  Processed  By:	Dates			Employer-Paid Leave (VIU pays for wages & benefits)		
1) Appointed to attend Union conventions 2) Appointed to attend Union business 3) Appointed to attend Union business 4) Other (specify):		Hours	Reason	Hours	Reason	
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Grievance/Article Number(s):			5) Appointed to attend Union negotiations			
7) Witness at Arbitration or Grievance Boards 4) Other (specify):	2) Appointed to attend Union business		•			
4) Other (specify):	2) Appointed to attend because in a recetion					
Employee's Supervisor/Manager (Print & Sign)  Must have appointment work order signing authority Once signed, please forward original, signed form to office for approval  Oate Union Official (Approval of Leave)  TEP 2:  Confirmation of Leave – Completed by Union AFTER leave is confirmed.  Oate Union Official (confirm leave occurred)  To be completed by Human Resources Department AFTER Union confirmation of leave. Form to forwarded to Accounting for invoicing to CUPE Local 1858. Copy to be returned to the Union  Total Hours Vithout Pay:  Hourly Rate:  Processed Oate  Date:  Processed Oate  Processed Oate  Processed Object One of Processed Object O			,			
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Note: The Union is only responsible for leaves that are duly signed, authorized and confirmed by the Union. Updated: October 27, 2025