

## **LEAVE FOR UNION BUSINESS**

### **UHEW PROCESS DOCUMENT**

As of January 1, 2018, members attending certain Union of Health and Environment activities as noted in this document will continue to receive pay through their employer.

#### **ELIGIBLE ACTIVITIES**

Leave without pay that becomes leave with pay with costs recovered through invoicing of the component after the fact:

- 14.02 (representing PSAC on a certification or intervention)
- 14.09 (contract negotiations)
- 14.10 (contract negotiation prep)
- 14.12 (NBOD, Component national executive, AEC, Conventions)
- 14.13 (union training)

#### **INELIGIBLE ACTIVITIES**

Leave with pay (and not recoverable by the Employer) and some leave without pay:

- 14.03 (member witness before the PSLRB related to certification or intervention)
- 14.04 (members representing PSAC before Arbitration Board hearings, PICs, ADR)
- 14.05 (witness to Arbitration Board hearings, PICs, ADR)
- 14.06 (parties and witnesses to adjudication)
- 14.07 and 14.08 (grievances)
- 14.11 (meetings with management)

#### **PROCESS**

- 1) The component provides each participating member with a filled out copy of the form letter attached in appendix 1 and approved by the UHEW National President.
- 2) The member requests the leave AND provides the employer with a copy of the form letter
- 3) The approved member attends the event
- 4) The department sends an invoice back to the component. The invoice should equal to member gross salary plus 6% (for CPP, EI etc...). Invoice will include as attachments the copies of the form letter.
- 5) Reconciliation and payment of invoice.

## PROCEDURE

The detailed steps listed below must be followed when requesting/submitting leave with pay for union business as per clauses 14.02, 14.09, 14.10, 14.12 and 14.13 of the PA, EB, TC and SV Collective agreements:

Steps	Performed by	Detailed requirements (Include forms/ reference documents, etc)
1. Authorizing participation in union activity	The UHEW National Office	1.1. Provide signed-off Union Authorization Letter (electronically) to the member authorizing their participation in a union activity for which a leave with pay is to be requested under clause 14.02, 14.09, 14.10, 14.12 or 14.13.  1.2. The Union Authorization Letter will state full contact coordinate and invoicing information, the UHEW National Office. It will also state a Union identifier code for invoicing purposes.
2. Requesting leave	The Employee authorized to participate in one of the union activities at step 1	2.1 Enter leave request in Leave management system using code 641 and submit electronic copy of the Union Authorization Letter to his/her delegated manager.  2.2 In the leave management system comment box, indicate the union activity for which the leave is requested, as well as the applicable clause of the collective agreement. Also indicate the Union identifier code provided by the UHEW on the Union authorization letter.
3. Approving / denying leave	The Delegated Manager of the employee requesting leave at step 2	3.1 Review Union Authorization Letter for accuracy and eligibility.  3.2 Ensure compliance regarding level of HR delegation as per the departmental delegation instrument of HR authorities.  3.3 Ensure compliance with collective agreement parameters (some of these clauses remain subject to operational requirements.)  3.4 Approve or deny leave in leave system. If approved, send the Union Authorization Letter to Corporate Labour Relations.

<p>4. Prepare Leave Usage Report</p>	<p>Corporate Labour Relations</p>	<p>4.1. Print bi-monthly reports of code 641 transactions for your Department.</p> <ul style="list-style-type: none"> <li>○ January 1 – February 28,</li> <li>○ March 1 – April 30,</li> <li>○ etc.....</li> </ul> <p>4.2. Send Leave Report with Union Authorization Letter to Finance for preparation of invoicing.</p>
<p>5. Invoicing the Alliance</p>	<p>Finance – Accounts Receivables (National)</p>	<p>5.1. Calculate amount to be invoiced to union.</p> <p>5.2. The Employee Benefits Plan (EBP) rate will be 6%.</p> <p>5.3. Prepare separate invoices for UHEW using the union identifier code and billing address included in the Union Authorization Letter.</p> <p>5.4. Send invoices with Union Authorization Letter to UHEW National Office. Include a contact name for the UHEW to contact if required.</p> <p>5.5. Apply payment against invoice once received.</p>

## APPENDIX 1

### Sample Union Authorization Letter

**\*\*For Information only, not for reproduction\*\***



**UNION OF HEALTH AND ENVIRONMENT WORKERS**  
2781 Lancaster Road, Suite 400 • Ottawa, Ontario • K1B 1A7

**SYNDICAT DES TRAVAILLEURS DE LA SANTÉ ET DE  
L'ENVIRONNEMENT**  
2781, chemin Lancaster, suite 400 • Ottawa, Ontario • K1B 1A7

File: 2121-Insert File-3

January 1, 2018

To whom it may concern:

**Re: Union Leave for (insert name) to attend (insert event name), (code component, section code – event #)**

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As per clause 14.XX of Article 14 of the collective agreement, the Union of Health and Environment Workers is requesting the participation of **(insert member name)** for **(insert event # - Event name)** being held in **(insert location)**.

If approved, please notify the appropriate personnel of the following dates and times that **(insert member name)** will be away. This leave is approved from **(insert date)** to **(insert date)**. Please invoice UHEW at the address below.

Union of Health and Environment Workers  
2781 Lancaster Rd.  
Suite 400  
Ottawa, ON K1B 1A7

Thank you for your attention to this matter.

Sincerely,

**Todd Panas**  
**UHEW National President**