



LOCAL TIME-OFF FUND APPLICATION FOR REIMBURSEMENT

Complete and return to your OPSEU Regional Office, Attn: Staff Representative

LOCAL: _____

REGIONAL OFFICE: _____

DATE: _____

STAFF REPRESENTATIVE: _____

The Convention 2001 approved a budget which allows OPSEU Locals access to additional funds for booking member time-off. Funding is available to assist the Local Executive Committee and/or their members in the performance of their duties.

The funding level is determined by the following calculation: **“\$25.00 per member in good standing per year. OPSEU Head Office will contribute \$20 per member per year and the Local Union will contribute \$5.00 per member per year.”**

The number of members in good standing in a Local will be based on OPSEU membership records for the month of December of the previous year.

Local must complete information requested in both boxes.

I affirm that this application for time-off has the approval of the Local Executive Committee.

Name of Member(s): _____

Purpose of Time-off: _____

Dates/Duration of Time-off: _____

Print Name of LEC Member

Signature of LEC Member

Date

Tel:

Print Name of LEC Member

Signature of LEC Member

Date

Tel:

Note: A Local Executive Committee Member cannot sign for his/her own application for reimbursement.

Locals must ensure that their Local Trustee Audit Reports (TAR) are up-to-date.

Last Local TAR Submitted: _____ / _____ Members in Good Standing: _____

Maximum Local Entitlement: \$ _____ Maximum Reimbursement (80%): \$ _____

Salary

Benefits

Total

Estimated Time-off Costs (for this application): _____

Time-off to be paid by: _____ Membership Expense Claim (proof of lost wages required)

_____ Employer's invoice _____

(Employer's Name)

Estimated Remaining Entitlement: \$ _____

Note: OPSEU will pay the member or employer for 100% of the total wage bill. The OPSEU Local Time-Off Fund covers 80% of the cost, and the remaining 20% will be deducted from the Local's next quarterly rebate(s). Any payment made by OPSEU in excess of the maximum entitlement will result in a 100% cost recovery from the Local.

FOR REGIONAL OFFICE USE ONLY:

Date received at Regional Office: _____

Date forwarded to Accounting: _____

Signature of Staff Representative: _____

Local Time-Off Fund

The Budget will provide for a local union member Time-Off Fund. The fund shall be for the purposes of allowing members in good standing of local unions time off to address members issues and for the administration of their local union. Access to the fund will be based on the following formula:

\$25.00 per member in good standing per year. OPSEU Head Office will contribute \$20.00 per member per year and the Local Union will contribute \$5.00 per member per year.

Access to the fund is at the sole discretion of the Local Executive Committee. Locals wishing to access the fund must fill in an application available from their staff representative. The application must be signed by two officers of the LEC.

Where possible, employer "bill backs" will be utilized. The Local's share of the costs will be deducted from its quarterly rebate. Locals who access the fund will provide an accounting for the funds which include the date of the time off and the nature of what the time off was utilized for. Where employer "bill backs" are not possible, Accounting will arrange reimbursement of lost wages to the member minus statutory deductions, upon proof of lost wages being provided. Current policies and accounting practices will be utilized.

Before any local can access the fund, the Local's trustee audit reports must be up-to-date. There will be no retro-active payments from the fund.

The fund will provide a minimum of one day per year for any local that has a maximum entitlement that is less than the cost of lost wages for one day, by topping up that entitlement.

The local time off fund shall not be utilized for locals to send alternates or observers to central union functions including conventions, conferences and divisional meetings.