



# 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: \_\_\_\_\_