



LOCAL TIME-OFF FUND APPLICATION FOR REIMBURSEMENT

Complete and return to OPSEU Accounting Unit by mail or by fax: 416-448-7450

LOCAL: _____

DATE: _____

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:

“\$12.50 per member in good standing per year. OPSEU Head Office will contribute \$10 per member per year and the Local Union will contribute \$2.50 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.

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

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.

Date of Last Local Trustee Audit Report Submitted: _____

Number of Local Members in Good Standing: _____
(as of last year's December Membership Report)

Maximum Local Entitlement: _____ \$ _____ Maximum Reimbursement (80%):\$ _____
(based on \$12.50 per member, per year)

	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
Estimated Time-off Costs (for this application):	_____	_____	_____

Time-off to be paid by: Regular 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.

cc. Local Services Administrator