



# POLICIES AND GUIDELINES

## UNION LEAVE

### **POLICY:**

**COPE Local 397 will reimburse the Member's Employer for time away from the Member's workplace for Union Business only.**

### **PURPOSE:**

**To ensure that COPE Local 397 dues are used to pay for the Member's attendance at the required Union function, activity or school that they were given permission to attend by the Union Office and their Employer.**

**Tending to personal business on Union Leave when the Member's presence is expected at an event, function or school will not be paid for and must not be claimed.**

### **PROCEDURE:**

**Requests to attend a Union event, function or school, must be sent to the respective Employer and approval given to be away from the workplace (after attendance has been approved by Prairie Council, Executive Board or the President).**

**A Union Leave Voucher must be completed for each event attended on the Union's behalf and only for time spent away from the Employer's office.**

**If it can be determined that the Member did not attend the approved event, function or school and the Member has claimed personal time as Lost Time, the Member may not be considered for future events.**

New: September 16, 2016

