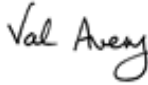
		Policy Number: FIN-15.08 [CTTE]	
		Subject: Paid Union Leave for HSA Members	
<u>Section:</u> Finance		<u>Subsection:</u>	
<u>No. Pages:</u> 6 <u>Appendix:</u> 4	<u>Date Effective:</u> December 1, 2013	<u>Signature:</u> 	
<u>Status:</u>	New	Revised ✓	<u>Replaces Policy:</u> FIN-15.07

Policy Statements:

1. Eligibility and Approval for Paid Union Leave

- 1.1 HSA provides paid union leave to members for attending:
 - an HSA workshop or conference as an approved participant,
 - a labour workshop or conference relating to the objects and purposes set out in the HSA Constitution as an approved participant,
 - Regional Meetings, where the member is attending as a designated delegate,
 - HSA Convention that the member is attending as a designated delegate,
 - Regional Directors' core activities as a Board member,
 - Committee meetings as a committee member,
 - approved political action training,
 - approved grassroots political action,
 - Other events and activities as approved by the Board of Directors on a case-by-case basis.
- 1.2 Paid leave associated with core activities is pre-approved by election as a Regional Director.
- 1.3 Paid union leave for Regional Directors attending regional activities which are not designated core activities requires prior approval of the President.
- 1.4 Board of Directors' core activities are:
 - Board of Directors meetings,
 - committee meetings as a committee member,
 - BCFL Convention,
 - bargaining proposal conferences,
 - HSA Conventions,
 - Regional meetings.
- 1.5 The HSA staff responsible for the function or budgetary allocation is responsible for paid union leave for members and staff on HSA business.

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- 1.6 Members on LTD are not eligible to accrue banked union leave for hours for which they are already receiving LTD benefits. These members may accrue hours above the amount of LTD benefits received up to, but not exceeding, their pre-disability FTE.
- 1.7 Paid union leave requests outside the policy guidelines are approved by the HSA staff responsible for the function/budgetary allocation.

2. Banked Hours

- 2.1 When eligible for paid union leave on a regularly scheduled day off, HSA members have the option to bank the time they worked on union business to be taken at a later date. HSA prefers members to use their banked union leave as time off whenever feasible.
- 2.2 Banked time accumulates during the calendar year.
- 2.3 Banked time accumulated in a calendar year, and not scheduled to be taken, will be paid out by the end of the following year.
- 2.4 In exceptional circumstances, members apply to the Finance Committee for alternate timing and a proposed plan for taking balances of banked time.

3. Reimbursement

- 3.1 HSA reimburses the employer for wages paid to a member while on union leave where the collective agreement provides for paid union leave for union business.
- 3.2 HSA reimburses the member directly for time spent on union business when no voluntary arrangement can be worked out with the employer and there is no collective agreement provision.
- 3.3 Members are paid for approved time spent on HSA business at their regular rate of pay applicable on the date incurred.

4. Paid Union Leave for HSA Business on a Regularly Scheduled Work Day

- 4.1 On regularly scheduled work days, members are compensated for approved union business so that the combination of employer-compensated time and the paid union leave does not exceed 7.5 hours or the hours regularly scheduled to work, whichever is greater.


5. Paid Union Leave for HSA Business on a Regularly Scheduled Day Off

- 5.1 Members are compensated for approved union business on a regularly scheduled day off for the actual hours worked, to a maximum of 7.5 hours.
- 5.2 For the Saturday of Convention, members are required to attend the full day

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and volunteer their time unless that is a regularly scheduled work day in which case 4.1 applies.

6. Paid Union Leave for Travel

- 6.1 If a member is unable to arrange transportation that leaves after 5:00 pm on the last day of the event and return to his or her home community by 9:00 pm on the same day, the member is compensated for paid union leave in accord with policy section 4 (Regularly Scheduled Work Day) or policy section 5 (Regularly Scheduled Day Off) with prior approval as outlined in the approvals section of the policy.

7. Overnight Credits

- 7.1 HSA members who are away from home doing approved union business are compensated for 1.5 hours for every night away in excess of 15 nights in the calendar year.
- 7.2 Members who are doing approved union business and who are unable to return home before 9:00 pm are eligible for overnight credits.

8. Full Participation – Obligations of Members at HSA Functions

- 8.1 Members participating in HSA events where paid union leave is provided participate for the entire event.
- 8.2 If a member fails to be in attendance for the entire event, HSA reserves the right to recover all or part of paid leave associated with the event.

Reason for Policy:

A member should not lose regular pay as a result of being required to be present at HSA activities and functions. HSA expects that active members will donate some personal time for Union business. However, HSA recognizes that in some circumstances compensation for lost rest-time is appropriate. HSA expects that members will take their earned banked time as time off. Banked time payout is automatic and is done to ensure that HSA's long term financial liability is reduced.

References:

Collective Agreements
HSA Constitution: Objects and Purposes

Appendices:

Overnight Record Form
Record of Union Leave Form

Signature:

Val Avery

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Procedures:

1. Eligibility and Approvals

1.1 Workshops, Conferences, Conventions, Regional Meetings

The Education Officer or designate for HSA-sponsored workshops or the Executive Secretary for the convention/regional meetings/conferences approves attendance at the event for the member and makes hotel arrangements for approved participants.

The Education Officer or Executive Assistant sends a list to the Accounting Department of:

- participants,
- length of attendance at event,
- chapters they are representing,
- with whom participants are sharing accommodation, and
- meals provided by HSA at the event.

Special travel or hotel arrangement are reviewed by the Education Officer or Executive Assistant and approved in advance. If the arrangements are outside HSA policy guidelines, the budget manager responsible for the event approves them in advance.

1.2 Board of Directors' Core Activities

Accounting prepares quarterly reports on paid union leave records.

The President or designate reviews monthly Regional Directors' paid union leave records associated with paid union leave at least twice per year and follows up on any discrepancies or concerns.

1.3 Board of Directors – Additional Activities

Regional Directors bring to the President or Board of Directors for prior approval any special events they wish to attend, *e.g.*, special conferences and workshops for themselves or their committees, chapter meeting in their region, etc.

1.4 Committee Activities

Committee members' paid leave are pre-approved within the limits of the committee budget.

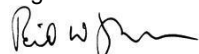
The Committee Chair advises the Accounting Department of the date of the meeting and the attendees.

The Committee Chair reviews and approves the monthly committee members' paid leave records and follows up on any discrepancies.

2. Tracking Paid Leave & Banked Time

2.1 Form (attached as Appendix A) each month that leave is taken and forwards it to

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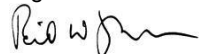
the Accounts Payable Department at month end.

- 2.2 Members are responsible for tracking accumulated overnight credits. Each member completes the Overnight Record Form [Appendix FIN-15.02 (b)] when hours are accrued and forwards it to the Accounting Department when 15 overnight credits are recorded. All subsequent overnight credits are added to the Record of Union Leave form as banked time.
- 2.3 Accounting tracks the time banked and taken.
- 2.4 Accounting provides a quarterly report to the Finance Committee on all banked time.
- 2.5 When the employer sends HSA an invoice for paid union leave taken by members, Accounting compares the invoice to the Record of Union Leave form.
- 2.6 Accounting codes the leave to the appropriate budget line.
- 2.7 Accounting discusses unusual leaves or discrepancies with the person responsible for approving the paid union leave.
- 2.8 If Accounting receives an invoice and has no Record of Union Leave form, s/he follows up with the member.
- 2.9 If the employer does not invoice HSA for three months after the paid union leave is taken, Accounting follows up with the employer.

3. Payout of Banked Time

- 3.1 Accounting prepares notification for members with banked time of their accruals annually. The notice will include a member response form.
- 3.2 Members must advise Accounting no later than November 1st of their intent to use their banked time by year end.
- 3.3 In exceptional circumstances, the member may apply to the Finance Committee for alternate timing for taking balances of banked time.
- 3.4 Accounting calculates payouts to include the banked hours plus the required deductions and the relevant statutory requirements.
- 3.5 Accounting pays out accrued banked time before financial year end unless the Finance Committee has approved an extension.

Signature:



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