



**Policy:** Paid Union Leave for HSA Members

**Section:** Finance

**Effective:** December 1, 2013

**This information is for HSA members only. You agree to use this information for HSA purposes only, and will not copy or distribute any of these materials without approval from the HSA head office (contact your Chief Steward).**

## **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, and 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.

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 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.