



## INSTRUCTIONS FOR RECORDING UNION LEAVE

Complete **Record of Union Leave Form** columns **A, B and C or D**:

**A. Date:**

Record a separate entry for each day that HSA will be billed for union business.

**B. Specify type of Union Activity OR Banked Day Off**

**C. Scheduled Work Day:**

Record the total hours of union business that HSA will be billed by your employer in this column.

**D. Banked Hours Earned:**

Record the total hours you are banking for doing union business on your day off, to a maximum of 7.5 hours, in the “Earned” column and carry forward to the “Balance” column.

**Banked Hours Taken:**

Record the total hours of union leave you are taking in the “Taken” column and deduct from the “Balance” column. To use banked hours, you must request union leave from your supervisor, and code this leave as ***union business*** so that your employer can invoice HSA.

**E. Hourly Rate:**

Record the hourly rate of your regular wage in this column for the hours HSA will be billed by your employer.

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### **Approved Union Business / Education Leave Policy**

(unless otherwise noted in registration material)

HSA provides paid union leave to members for attending:

- an HSA workshop or conference as an approved participant.
- a labour workshop or conference as an approved HSA participant.
- Regional Meetings, where the member is attending as a designated delegate.
- HSA Convention where the member is attending as a designated delegate.
- Regional Directors core activities as a Board member.
- HSA committee meetings as a committee member.
- Other events and activities approved by the Board of Directors.

**Union Business on Scheduled Work Day:**

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.

**Union Business on Day Off:**

Members are compensated for approved Union business for actual hours worked to a ***maximum of 7.5 hours.***