



# RECORD OF UNION LEAVE

(for HSA use only)

Name: \_\_\_\_\_ Member #: \_\_\_\_\_  
 Facility: \_\_\_\_\_ Month of: \_\_\_\_\_

**Instructions:**

Each HSA member is responsible for recording on this form **all union leave** on scheduled days of work and on days off. HSA uses this information to track your union activity and to ensure that employers bill HSA for union leave correctly.

Mail or fax this form to **HSA Accounts Payable** at the end of each month.

**Complete columns A, B and C or D and E:** (see back of form for further information)

A Date (mm/dd/yy)	B Specify type of Union Activity OR Banked Day Off	C Sched. Work Day (hours)	D Banked Hours			E Hourly Rate	Office Use Only
			Earned	Taken	Balance		

**Return to:** 180 East Columbia Street Telephone Toll free  
 New Westminster, BC 604.517.0994 1.800.663.2017  
 V3L 0G7 Facsimile Facsimile toll free  
 604.515.8889 1.800.663.6119

The HSA is committed to using the personal information we collect in accordance with applicable privacy legislation. By completing this form, you are consenting to have the HSA use the submitted information for the purposes of conducting our representational duties as a union, and in providing services to our members. For further information, please contact the HSA Privacy Officer. The full HSA privacy policy is available online at <http://www.hsabc.org>.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_, 20\_\_\_\_\_



## 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.***