



## Approved Union Business / Education Leave Policy (Fin - 15.08)

(Unless otherwise noted in registration material)

HSA is pleased to provide paid union leave to:

- Approved participants at HSA workshops or conferences, committee meetings, Regional Meetings, and HSA Convention.
- Regional Directors performing their core activities.
- Members attending other events and activities approved by the Board of Directors.

### **Union Business on 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.

### **Union Business on Days Off:**

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

### **Paid Union Leave for Travel:**

If a member returning home from an event is unable to arrange transportation that will return them home reasonably close to 9:00 p.m. that day, they are compensated with paid union leave.

### **Overnight Credits**

Members away from home on approved union business are compensated 1.5 hours of banked time for every night away in excess of 15 days per Calendar year. An Overnight Record Form must be included with your ROUL in order to claim these credits.

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## Instructions for Reporting Union Leave

Please complete one line of the table for each day of union leave taken.

Record the leave date, the activity type, either your scheduled hours or banked time earned/taken, and your employer's hourly wage rate. Please see below for explanations and an example scenario.

### **Scheduled Work Days vs. Banked Hours Earned/Taken**

If you attended an activity on a Regularly Scheduled Work Day, record the total hours of union leave you requested from your employer for that day in the Scheduled Work Hours column.

If you attended an activity on a Regularly Scheduled Day Off, record your total banked hours earned in the Banked Hours Earned column. This amount is capped at 7.50 hours per day and is banked for you.

If you are using banked hours to take a Union Leave Day off from your employer, record the total number of hours taken in the Banked Hours Taken Column.

**Note: To use banked hours, you must request union leave from your supervisor, and code this leave as *Paid Union Recoverable (PUR)* so that your employer will then bill HSA.**

**Example:** You attend a 2 day steward workshop at HSA on February 1<sup>st</sup> and 2<sup>nd</sup>. You are scheduled to work a 7.5 hour shift on the 1<sup>st</sup>, and are not scheduled on the 2<sup>nd</sup>. You also wish to take a Union Leave Day on the 3<sup>rd</sup>, with the banked hours earned from attending on the 2<sup>nd</sup>.

You would complete the form as seen below:

Date (mm/dd/yy)	Specify Union Activity OR Banked Day Off	Employer- Paid Work Day (# of hours)	Banked Hours Earned (Max 7.5)	Banked Hours Taken	Office Use Only
02/01/18	Steward Training	7.50			
02/02/18	Steward Training		7.50		
02/03/18	Union Leave Day			7.50	

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 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 through your HSA steward.