

UNION BUSINESS LEAVE FORM

Employee Information	
Name: xxxx	ID: Your Niagara Region ID
Union Group: <input type="checkbox"/> CUPE 1019 <input type="checkbox"/> CUPE 1263 <input checked="" type="checkbox"/> CUPE 1287 <input type="checkbox"/> CUPE 1757 <input type="checkbox"/> ONA Homes	
Dates of Leave: xxxxxx	Hourly Rate of Pay: It is in your HR
Total Hours Booked Off: xxxxxx	

Union Business – Union Paid
<i>Definition: Union business without the Employer in attendance, such as, but not limited to, time spent during regular working hours servicing the collective agreement, tending to member issues, pre-meetings concerning grievances and Labour Management and negotiations, Grievance Mediation, Arbitration, Union bargaining, team meetings, Conciliation etc.</i>
Total Time to be charged to Union: H ours
Dept ID: <i>(To be completed by the Clerk responsible for Time & Attendance encoding)</i> Account: 34996

Union Business – Corporate Paid	
<i>Definition: Union business with the Employer in attendance such as time spent during regular working hours attending meeting with the Employer, not limited to, grievances, negotiations, Labour Management</i>	
Type of Meeting: Only to be completed when it is employer paid hours	<input type="checkbox"/> Grievance or Grievance Related (Not Arbitration) <input type="checkbox"/> Labour Management <input type="checkbox"/> Negotiations (Not conciliation) <input type="checkbox"/> Service the Local (CUPE 1287) <input type="checkbox"/> Other (please specify)
Meeting Location:	Start Time: End Time:
Total Time to be Charged to Corporation: <i>(To be completed by the Union Rep)</i> (including travel time of up to one hour)	

Employee Signature: xxxxxxx	Date: 29/08/2022
_____ Manager Approval:	_____ Date:
_____ Encoder Signature:	_____ Date:

(Entered into Kronos)