

 <b>THE UNIVERSITY OF BRITISH COLUMBIA</b> <b>Facilities</b>	<b>Procedure No.:</b> <b>I-A-PR16</b>	<b>Approval Date:</b>  <b>Last Revision:</b>
	<b>Responsible Executive:</b>	
	Signed: _____	
<b>Title:</b>  <b>DRAFT- FORM FOR UNION PAID TIME OFF FOR UNION BUSINESS ARTICLE 18.02 – CUPE 116 COLLECTIVE AGREEMENT 18.01</b>		

## 1. General

- 1.1. Pursuant to Article 18.0s of CUPE 116 Collective Agreement, official representatives of the CUPE Union Local 116 (the Union) will be granted leave of absence without pay to attend Union conventions or to perform any other functions on behalf of the Union and its affiliation
- 1.2. Permission to leave the work place for the purposes as outlined above will be obtained through the completion of the form “Request for Union Paid Time off for Union Business Article 18.02 – CUPE Local 116 Collective Agreement”: (Article 18.02 Leave Form)
- 1.3. Requests for leave, pursuant to this Article, are not to be unreasonably withheld, where such requests are in compliance with the terms of the collective agreement.

## 2. **Application of Article 18.02**

In cases where leave for union business is requested by an employee, the employee is required to get permission to leave the worksite from their Bargaining Unit Supervisor, or where there is no Bargaining Unit Supervisor, from their Management Supervisor.

- 2.1 Article 18.02 of the Collective Agreement provides that official representatives of the Union will be granted leave of absence without pay to attend Union conventions or to perform any other function on behalf of the Union and its affiliation.
- 2.2 The Director or Department head and the Human Resources Department are to be given at least ten (10) days advance notice in writing, or in the case of an emergency, as much notice as possible in writing. Such notice entails completion of an Article 18.02 Leave Form.
- 2.3 The requested leave of absence must not interfere with the normal functions of any University Department. If a requested leave of absence does interfere with normal functions of the department, leave can be deferred to a more convenient time or denied. It is to be recognized that official union representatives have broad latitude in the performance of their official duties representing the Union and accordingly permission to leave the work site is not to be unreasonably withheld.

## **PROCEDURE:**

### **1. General**

- 1.1. An employee requesting leave of absence without pay to serve in her/his capacity, as a Union representative must obtain approval from the Bargaining Unit Supervisor.
- 1.2. The Bargaining Unit Supervisor is required to complete the Article 18.02 Leave Form prior to the start of the unpaid leave of absence, except in the case of emergencies, and where the Bargaining Unit Supervisor is not available. In the event that the employee does not have a Bargaining Unit Supervisor, approval from the immediate Management Supervisor will suffice (See Appendix A).
- 1.3. An employee requesting leave of absence without pay must specify on the form the duration of the leave to the extent reasonably possible.
- 1.4. An employee requesting leave of absence without pay is to provide a brief explanation for the absence. For absences of relatively short duration, very little detail is required.
- 1.5. One copy of the completed form is to be given to the employee. The remaining Department and Human Resources copies are to be immediately forwarded to the Management Supervisor.
- 1.6. An employee is to retain the approved employee copy of Article 18.02 Leave Form to verify that they have approval to leave the work site in order to perform union business.
- 1.7. It is the Bargaining Unit Supervisor's responsibility to ensure that the form is properly completed prior to approving the leave of absence. Upon completion of the leave form, the actual time taken should be reported to the Management Supervisor and recorded on the bottom of the Article 18.02 Leave Form.
- 1.8. The Department copy is to be kept by the individual manager, the Human Resources copy is to be sent to UBC, Human Resources, and a copy sent to LBDS, Human Resources Assistant.
- 1.9. The employee copy is to be stapled to their time card and submitted to the manager for approval.
- 1.10. The time card coding for Union Paid Leave is: U
- 1.11. It is the Management Supervisor's responsibility when approving time cards to ensure that they are coded properly.
- 1.12. Article 18.02 Leave Forms will be kept in the Shops. Additional forms can be obtained through Facilities, Staff Records and Payroll.

### **3 Management Rights and Responsibilities**

3.1. Management has the right to clarify the role of the employee(s) involved in a grievance procedure.

3.2. It is the responsibility of the Management and/or Bargaining Unit Supervisor to ensure that any employee away from the worksite for union business must complete an Article 18.02 Leave Form prior to the employee leaving, or 3.3. disciplinary action against the Bargaining Unit Supervisor may result.

3.4. A Management Supervisor is required to ensure that the employee(s) has the written approval of their Bargaining Unit Supervisor or Management Supervisor prior to agreeing to an unscheduled meeting.

3.5. A Manager should be cautious of engaging in informal, unscheduled discussions regarding union business without first establishing that the employee has obtained permission to be away from the work place on union business. Impromptu discussions should be kept to a maximum of a few minutes in length. Employees must be instructed to obtain approval by way of Article 18.02 Leave Form and schedule a time to meet.

3.6. Any unauthorized leave(s) from the worksite for union business may result in disciplinary action.

## REQUEST FOR UNIVERSITY PAID TIME OFF FOR UNION BUSINESS

### ARTICLE 18.02 – CUPE LOCAL 116 COLLECTIVE AGREEMENT

(University paid leave for Union Business)

To be completed by the Bargaining unit Supervisor; or where employee reports directly to a Management Supervisor, to the Management Supervisor, prior to the start of the time off.

I \_\_\_\_\_ request unpaid time off for Union Business in accordance with Article 18.02 of the Collective Agreement.

1. I am an officially designated representative of the Union \_\_\_\_\_  
**Title (e.g. Vice President at Large, Shop Steward)**

2. I request the following hours off as unpaid leave for Union business:

From: \_\_\_\_\_ To: \_\_\_\_\_  
***Date/Time*** ***Date/Time***

3. I request this unpaid time off for the following purpose (**provide brief explanation**):

\_\_\_\_\_  
\_\_\_\_\_

Authorization by Supervisor.

\_\_\_\_\_  
***Name, Title***

\_\_\_\_\_  
***Signature***

\_\_\_\_\_  
***Date***

**NOTE:** Upon completion of the leave, confirm actual time taken for leave.

From: \_\_\_\_\_ To: \_\_\_\_\_

***Date/Time***

***Date/Time***