

Policy Number	005-B-2007
Policy Group	Board of Directors
Policy Name	Absence of Board Members
Date of Origin	June 2007
Date Amended	September 2008, September 2014
Date Reviewed	November 2013

PURPOSE To ensure continuity of the work of the union.

SCOPE Board of Directors

POLICY STATEMENT During the absence of members of the Board, the work of the union will continue.

PROCEDURE Procedure for the President's absence:

- a) When a Board member is designated to relieve the President, the Board of Directors and staff shall be notified of such designation.
- b) The designate shall be briefed by the President prior to such leave, where possible.
- c) Vacation replacement, where required, will be determined by the Executive Committee at least three (3) weeks prior to the commencement of requested leave.
- d) The designated Board member shall spend time in the Provincial offices as she deems necessary, to conduct the business of the Union.
- e) The designated Board member relieving the President shall be paid in accordance with Membership Policy 032-M-2007 (President, First Vice President Compensation).

Procedure for the First Vice President's absence:

- a) When a Board member is designated to relieve the First Vice President, the Board of Directors and staff shall be notified of such designation.
- b) The designate shall be briefed by the First Vice President prior to such leave, where possible.
- c) Vacation replacement when recommended by the President, will be determined by the Executive Committee at least three (3) weeks prior to the commencement of requested leave.
- d) The designated Board member shall spend time in the Provincial offices as she deems necessary, to conduct the business of the Union.
- e) The designated Board member relieving the First Vice President shall be paid in accordance with Membership Policy 032-M-2007 (President, First Vice President Compensation).

Procedure for the Second Vice President's absence:

- a) When absent from negotiations for incidental reasons, the President shall assume the role of Negotiations Committee Chair.
- b) When absent from other assigned responsibilities for incidental reasons, the President and First Vice President shall determine replacement.
- c) When absent from responsibilities for an extended absence, replacement shall be determined by the Executive Committee.

Procedure for the Regional/Base Hospital Representative's absence:

- a) When absent for incidental reasons, the President or First Vice President will determine replacement.
- b) When absent for an extended absence, the Board of Directors will determine replacement.