

<b>Policy Number</b>	026-B-2011
<b>Policy Group</b>	Board of Directors
<b>Policy Name</b>	Access to Other Leaves While on Union Business
<b>Date of Origin</b>	June 2011
<b>Date Amended</b>	
<b>Date Reviewed</b>	November 2013

**PURPOSE** To inform board members of the process to access other leaves while on Union business.

**SCOPE** Board of Directors

**POLICY STATEMENT** SUN recognized that unforeseen circumstances may occur and board members should not incur loss of wages.

**PROCEDURE**

Income Continuance  
When a board member on approved paid union leave is absent due to circumstances, such as sick leave, compassionate leave, etc, the request for salary shall be made to the Employer in accordance with the Collective Agreement.

If a board member is unable to attend due to other circumstances, such as inclement weather, the procedure is as follows:

- Notify your manager that you are now available for work and attempt to get your shift back or advise that you are available for casual work.
- If you are unable to get your shift back, advise SUN President or designate that you are booked off work and eligible for funding from SUN. The member shall complete an expense form.

Direct Billing  
When a board member is away from home on approved union business and is unable to attend due to circumstances, such as sick leave, compassionate leave, etc., salary shall be billed to SUN for the applicable days.

