

<b>Policy Number</b>	033-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Payment When SUN Events Cancelled
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	
<b>Date Reviewed</b>	November 2013, September 2014

**PURPOSE** To ensure SUN members do not incur loss of wages or benefits as a result of cancelled meetings.

**SCOPE** Members

**POLICY STATEMENT** SUN recognizes its financial responsibility of remuneration to members while on SUN business.

**PROCEDURE**

Upon notice of a cancelled meeting:

- 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.
- The SUN President or designate will notify the First Vice President and accounting of the cancelled meeting and the members' eligibility for funding.