

<b>Policy Number</b>	048-M-2011
<b>Policy Group</b>	Membership
<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, September 2014

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

**SCOPE** Members

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

**PROCEDURE**

Income Continuance  
When a 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 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 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.