

<b>Policy Number</b>	005-B-2007
<b>Policy Group</b>	Board of Directors
<b>Policy Name</b>	Absence of Board Members
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	September 2008, September 2014
<b>Date Reviewed</b>	November 2013, October 2015, November 2017

- 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.