



Policy Number	033-M-2007
Policy Group	Membership
Policy Name	Payment When SUN Events Cancelled and/or Access to Other Leaves While on Union Business
Date of Origin	06-2007
Date Amended	06-2026
Date Reviewed	10-2025, 10-2024, 10-2023

PURPOSE To ensure SUN members do not incur loss of wages or benefits as a result of cancelled meetings and to inform members of the process to access other leaves while on Union business.

SCOPE Members

POLICY STATEMENT SUN recognizes its financial responsibility of remuneration to members while on SUN business and that unforeseen circumstances may occur.

PROCEDURE

Cancelled Meetings

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 First Vice-President or designate that you are booked off work and eligible for funding from SUN. The member shall complete an expense claim form.
- The First Vice-President or designate will notify accounting of the cancelled meeting and the members' eligibility for funding.

Access to Other Leaves While on SUN Provincial Union Business
Paid Union Leave

- 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 the First Vice-President or designate that you are booked off work and eligible for funding from SUN. The member shall complete an expense claim form.

Approved Union Business on Day Off

- When a member is on approved union business and is physically or virtually present, and becomes unable to attend the event due to a personal emergency, salary shall be billed to SUN for the applicable day(s).
- Communication with the President or First Vice-President regarding the circumstance needs to occur as soon as possible.

APPROVED