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| <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> | 06-2007                           |
| <b>Date Amended</b>   |                                   |
| <b>Date Reviewed</b>  | 10-2023, 11-2022, 11-2021         |

**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 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.