



Policy Number	048-M-2011
Policy Group	Membership
Policy Name	Access to Other Leaves While on Union Business
Date of Origin	06-2011
Date Amended	
Date Reviewed	10-2023, 11-2022, 11-2021

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

SCOPE Members

POLICY STATEMENT SUN recognizes 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 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.

Direct Billing
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