



# Local Time-Off Fund Application for Reimbursement Form

Complete and return to your OPSEU Regional Office, Attention: Staff Representative

Date: mm/dd/yyyy      Name of employer: \_\_\_\_\_      Local #: \_\_\_\_\_

OPS       BPS       CAAT(A)       CAAT(S)       LBED

Locals must ensure that their Local Trustee Audit Reports (TAR) are up-to-date (as per OPSEU's policy).

Last TAR submitted: \_\_\_\_\_

The funding level is determined by the following calculation: "\$25.00 per member in good standing per year. OPSEU Head Office will contribute \$20 per member per year and the Local Union will contribute \$5.00 per member per year."

The number of members in good standing in a Local will be based on OPSEU membership records for the month of December of the previous year.

The local must complete the information requested in both boxes below prior to Local Time Off being granted.

I affirm that this application has been approved by the Local Executive Committee.

Name of member(s): \_\_\_\_\_

Purpose of time off: \_\_\_\_\_

Dates / Duration of time off: \_\_\_\_\_

\_\_\_\_\_  
LEC member      Signature LEC member      Date: mm/dd/yyyy      Telephone: \_\_\_\_\_

\_\_\_\_\_  
LEC member      Signature LEC member      Date: mm/dd/yyyy      Telephone: \_\_\_\_\_

Note: A Local Executive Committee member cannot sign for his/her own application for reimbursement.

Members in good standing: \_\_\_\_\_

Maximum entitlement: \$ \_\_\_\_\_

Maximum reimbursement: \$ \_\_\_\_\_

Estimated time-off costs (for this application):

Salary: \_\_\_\_\_      Benefits: \_\_\_\_\_      Total: \_\_\_\_\_

Estimated remaining entitlement: \_\_\_\_\_

Time off to be paid by:       Membership expense claim (proof of lost wages required)  
    Employer's invoice

Note: OPSEU will pay the member or employer for 100% of the total wage bill. The OPSEU Local Time-Off Fund covers 80% of the cost, and the remaining 20% will be deducted from the local's next quarterly rebate(s). Any payment made by OPSEU in excess of the maximum entitlement will result in a 100% cost recovery from the local.



# Local Time-Off Fund Application for Reimbursement Form

For Regional Office use only:

Date received at Regional Office: \_\_\_\_\_ Regional Office: \_\_\_\_\_

Name of staff representative: \_\_\_\_\_

Signature of staff representative: \_\_\_\_\_

- BPS – attach application with invoice from the employer
- CAAT (A & S) – attach application with invoice from the employer
- LBED– send application form to Negotiations Unit
- OPS – send application form to Accounting Unit

## Local Time-Off (80/20) Fund

Under OPSEU policy, locals may apply to use the Local Time-Off Fund (80/20) to help fund the work of the local. The fund will be based on the following formula:

\$25.00 per member in good standing per year. OPSEU Head Office will contribute \$20.00 per member per year and the Local Union will contribute \$5.00 per member

Fund eligibility requires the following:

- Trustee Audit Reports are up to date
- Prior approval must be received from Staff Representative
- Forms must be signed by two officers other than the person requesting the local time-off leave
- Usage is at the sole discretion of the Local Executive Committee (LEC)
- The form must be fully completed
- Only wages are covered by the fund (cannot be used for own time)

Where possible, employer “bill backs” should be utilized. The local’s share of the costs will be deducted from its quarterly rebate. Where employer “bill backs” are not possible, the member completes an expense claim form, claiming lost wages. Accounting will process reimbursement of lost wages to the member minus statutory deductions, upon proof of lost wages along with the Local Time-Off Fund Application for Reimbursement Form.

The fund will provide a minimum of one day per year for any local that has a maximum entitlement that is less than the cost of lost wages for one day, by topping up that entitlement.

The Local Time-Off Fund shall not be utilized for locals to send alternates or observers to central union functions including conventions, conferences, and divisional meetings. The fund cannot be used for attendance at regional educationals or sectoral meetings.

There will be no retro-active payments or carry-over of monies from the fund.