

### **Local Time Off Fund:**

This union policy may be a good way to allow members time off of their work duties, and to bring their time and energy directly in support for campaigns and mobilizing of union, local, and member issues.

From the OPSEU Policy Manual (Section 17.1.I):

The Budget will provide for a local union member Time Off Fund. The fund shall be for the purposes of allowing Local members in good standing time off to address members (sic) issues and for the administration of their local union. Access to the fund will be based on the following formula:

- A maximum of \$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 per year. (revised Convention 2010, p.29)

Application to the fund is at the sole discretion of the Local Executive Committee. Locals wishing to access the fund must fill in an application available from their staff representative. The application should then be returned to the staff rep for vetting before being sent to head office for final approval by the Administrator of Local Services (Regions). Please note that only wages are covered by this fund. All other expenses associated with the activity are the responsibility of the Local. The application must be signed by two officers of the LEC.

Where possible, employer "bill backs" will be utilized. The Local's share of the costs will be deducted from its quarterly rebate. Locals who access the fund will provide an accounting for the funds which include the date of the time off and the nature of what the time off was utilized for. Where employer "bill backs" are not possible, Accounting will arrange reimbursement of lost wages to the member minus statutory deductions, upon proof of lost wages being provided. Current policies and accounting practices will be utilized.

Before any local can access the fund, the Local's trustee audit reports must be up to date. There will be no retro-active (sic) payments from the fund.

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. For clarity the fund cannot be used for attendance at regional educational or sectoral meetings. (May 16-17, 2001 B, p.7; May 17-17, 2006 B, p.11; September 16-17, 2009 B, p.13)