

P.E.I. UNION OF PUBLIC SECTOR EMPLOYEES  
 4 Enman Crescent, Charlottetown, P.E.I. C1E 1E6

**TRAVEL CLAIM FORM**

LOCAL# \_\_\_\_\_

CLAIMANT: \_\_\_\_\_ DATE: \_\_\_\_\_ TO \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

WORKPLACE: \_\_\_\_\_

MEETING/CONFERENCE/ETC. \_\_\_\_\_

**Rates**

Single	\$0.50/km	(Name of Passengers required)
1 add'l Passenger	\$0.52/km	_____
2 add'l Passengers	\$0.54/km.	_____
3 or more add'l Passengers	\$0.56/km	_____
Short trip (18 kms or less)	\$9.00	

Date	What Meeting/Conf./Seminar	# of Km.	Km. Rate	Meals	All Other Expenses	Total
					<b>Total</b>	

**SALARY REPAYMENT FORM**

**WORKPLACE** \_\_\_\_\_ **DIVISION** \_\_\_\_\_

DATES	SHIFTS	# OF HOURS	HOURLY WAGE

<b>Accounting Use Only</b>	
<u>Acct Codes</u>	<u>Amount</u>
_____	
_____	
_____	
_____	
Total	_____

**Certified Correct**

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**Signature of Claimant**

Category: Administration  
Policy Group: Financial  
Approved by: Board of Directors  
Date Approved: February 7, 2018 BOD Mtg.  
Date Amended: July 10, 2018 Executive Board Meeting

Code: A-2017-50-9

Wage Repayment

1. It is a policy of the Union that members shall not suffer a loss of pay because of involvement in certain Union activities.
2. Union members will be eligible for wage repayment as follows:
  - a) Attending as an Executive Officer, Local Director or Voting Delegate at a Union Annual or Special Convention.
  - b) Attending a preparatory contract negotiation meeting on a scheduled work day. In addition,
    - i) members who are involved in preparatory negotiation meetings and who are on scheduled vacation or scheduled days off (not lieu days) shall be entitled to receive another day off and the Union will reimburse the employer for that day.
    - ii) Members who are involved in preparatory negotiation meetings and who are scheduled to work a shift either immediately before or following the preparatory negotiation meeting shall not be required to work that shift, and the Union will pay the wage cost to replace the member for that shift if another employee actually replaces the member.
    - iii) Category negotiators may be provided with three days' wage repayment, if needed, for discussion with their members prior to and during negotiations.
  - c) Attending a Union educational course, or a UPSE approved educational school or course, such as a Federation of Labour or CLC weekend or week-long school, or official delegates at Federation of Labour, NUPGE and CLC Conventions, or fraternal delegates to other conventions, or members on CLC and NUPGE Committee if wages are not paid for by these organizations, or attendance at UPSE committee meetings, or members who serve on the executive of the National Union, or members to attend necessary Union business, or attendance at meetings of the Stewards' Council, as well as any members on Joint Union/Employer Committees established in collective agreements if wages are not paid for by the Employer, on a scheduled work day. In addition,
    - i) Wage reimbursement for one shift will be provided to shift workers attending UPSE education courses immediately following or preceding their shifts.
    - ii) If members employed by Health PEI attend a daylong meeting, they **may** receive another day off if they are off on the day of the meeting, in lieu of the meeting date **as outlined in the Health Agreement. These provisions are** exclusive of annual convention, Federation of Labour Convention, and any **UPSE** educational which has a duration of more than two days. For greater clarity members shall only receive wage repayment for **these events** on the days they are scheduled to work.
    - iii) Any member taking a Union education course who does not attend the course for the entire time period of this course shall not be reimbursed for that portion from which he/she is absent without sufficient reason or cause.
    - iv) Paid leave to attend meetings listed in (c) above for a period of not less than six (6) hours shall be considered a full working day.
    - v) Notwithstanding 2 (b) in its entirety, the Board of Directors may, from time to time, approve waiving this entire section to enable savings and/or allow for our members to attend certain functions and stay within budget. (Example – asking members to take vacation to attend an out of province convention.)
3. If a member is required to be involved in a Union activity mentioned in Item 2 above, he or she shall apply to his or her employer for a leave of absence with pay for Union business as provided in his or her collective agreement. The Union will reimburse the employer for such leaves taken as provided by the collective agreement.
4. A member who is applying for leave of absence for Union business shall inform the Union's delegate of the leave requested including the date and hours requested. If the requested leave is not approved by the Employer or is later amended or cancelled, the member must again notify the Office Supervisor
5. Casual and Part-Time employees will be reimbursed for a shift that they are offered after being selected for an UPSE sponsored educational course. For the purposes of this policy, one shift will be covered per event. Validation of the offer must be signed by the offering supervisor and submitted to the UPSE office. Time in lieu is to be taken within two weeks. (see form below)
6. (a) When any shift worker, regardless of whether they work a 12 hour shift or an eight hour shift, elected to a position with UPSE, is required by the duties of their position to attend a day long function which is immediately preceded and followed by a regularly scheduled night shift, this employee shall be entitled to have both these night shifts off as per the wage repayment policy.  
(b) This provision shall not apply to self-scheduling meetings unless prior approval has been obtained from UPSE Executive.
7. Any member on a voluntary leave from the workplace who chooses to continue working as a Union Activist will be reimbursed for their travel as per the travel policy, but since no wages are being lost, wage repayment will not be available.
8. All Executive members, excluding the President, must have prior approval from the President for all union leave. All union leave must be submitted on a claim form and submitted to the President prior to the leave being taken. If the President is not available to sign the form prior to the leave being taken, the President must be notified of the leave and the Executive officer must receive prior approval.