



# LOCAL TIME-OFF FUND APPLICATION FOR REIMBURSEMENT

Complete and return to Accounting Department by mail or by fax: 416-448-7450

LOCAL: \_\_\_\_\_

DATE: \_\_\_\_\_

The Convention 2001 approved a budget which allows OPSEU Locals access to additional funds for booking member time-off. Funding is available to assist the Local Executive Committee and/or their members in the performance of their duties, effective April 7, 2001.

The funding level is determined by the following calculation:

**"A maximum of \$12.50 per member in good standing. OPSEU Head Office will contribute \$10.00 per member with the Local to contribute the remaining \$2.50 per member."**

For greater clarification, 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.

**Locals must ensure that their Local Trustee Audit Reports are up-to-date.**

*Local must complete information requested in both boxes.*

I affirm that this application for time-off has the approval of the Local Executive Committee.

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

Purpose of Time-off: \_\_\_\_\_

Dates/Duration of Time-off: \_\_\_\_\_

Print Name of LEC Member \_\_\_\_\_

Signature of LEC Member \_\_\_\_\_

Date \_\_\_\_\_

Tel: \_\_\_\_\_

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

Date of Last Local Trustee Audit Report Submitted: \_\_\_\_\_

Number of Local Members in Good Standing: \_\_\_\_\_ (as of last year's December Membership Report)

Maximum Local Entitlement: \$ \_\_\_\_\_ Maximum Reimbursement (80%): \$ \_\_\_\_\_  
(based on \$12.50 per member, per year)

Salary

Benefits

Total

Estimated Time-off Costs (for this application): \_\_\_\_\_

Time-off to be paid by: \_\_\_\_\_ Regular expense claim (proof of lost wages required)

\_\_\_\_\_ Employer's invoice \_\_\_\_\_

(Employer's Name)

Estimated Remaining Entitlement: \$ \_\_\_\_\_

**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.**