

Information for members attending a salary reimbursed union event

Please note that all these steps are very important to make sure you are reimbursed for attending the event. (See additional info for stewards)

Step 1

Register for the event. Not all events are salary reimbursed. If the event is reimbursed please go to step 2. Members attending salary reimbursed events must attend entire event. Arriving late or leaving early will impact reimbursement.

Step 2

Is the BCNU event on a day you are working? Including the night prior to the meeting

1. If yes see Step 3A
2. If this is your scheduled day off see Step 3B

Step 3A (applying for union leave if you are working day/night of the meeting or night prior)

This process is basically telling your employer that you are attending a union event and you will need to be covered for the day. The employer will then approve or deny the leave based on operational requirements. If you disagree with the denial, please let your regional chair know asap.

If the leave is approved, the employer will bill BCNU for that shift.

Employers should notify you within 14 days of approval or denial of leave

- VCH employees can find the form (NBA union leave on the VCH website) **(PDF or fax only)**
- PHSA employees have an auto fill form on the PHSA website (NBA union leave)

Step 3B (You are attending the BCNU event on your scheduled day off)

After you have attended the meeting, you have up to **60 days** to apply for payout/lieu day. Black out periods during winter break/spring break/summer are excluded.

Lieu day must be weekdays. If you do not work weekdays, please let the regional chair know reason for applying for weekend or nights. The intent is to avoid hardship on employer, to back fill the leave.

Lieu day/Pay out forms are available on the health authority website. Use the search icon on your health authority website “NBA lieu day/pay out form” Lieu day/ Pay out forms are only for nurses who are not working nights before meeting or day of the meeting.

LieuDay/Payout: is only for members who are not scheduled to work on the day of the meeting or the night prior. You must request union leave for your night shifts.

Step 4

Once these forms are completed, please send a **PDF copy** to the regional chair. JPEG images and any other format will be returned. You may also send fax to the BCNU head office. Please indicate RIVA region

Approved forms will be sent back to members who can then forward to the employer representative who handles their leave requests.

For VCH employees only: completed and approved forms should be sent to vchunionleave@vch.ca

If you are unable to attend the event due to denial of union leave or personal reasons, please cancel your registration. This allows other members on the waitlist to have opportunity to attend and reduces cost of food and venue.

Step 5 BCNU “boomi” expense form (Notifying union to pay the employer)

This is the most important step required for BCNU to reimburse the health authority/employer.

BCNU head office finance department needs you to complete the online form that will be emailed to you post meeting.

This form will notify BCNU that you attended the meeting in its entirety and that you have taken your day off or received a lieu day/pay out. Without this form, we cannot compensate your employer, which may result in the employer reclaiming the payment you received.

Any further questions, please contact the regional chair or treasurer for RIVA Region