

Union Leave Helpful Hints

Krishna Dodds completes the union leaves for ALL the Northeast and is required to keep records as part of BCNU's fiduciary responsibility.

Completed forms & leave questions can be sent to NELeaveRequests@bcnu.org

The Employer also approves your leave; BCNU approval is only the first step in the process – so do NOT send it in at the last minute.

[Fillable form](#) - Download and save the fillable PDF form to your computer, or search “Union Leave” @ bcnu.org - do NOT send me a picture of the form, do not print and fill out the form and scan email it to me, ONLY an electronic PDF version will be accepted.

Do NOT request union leave for OT Shifts or Shift Swaps – you will need to work with the employer to get those days off so you can attend.

If you are on a medical leave of any kind (eg: WCB, Long Term Disability, EDMP, or on a GRTW), you will need approval from your manager / worker to attend the meeting, as it could impact your claim and wages associated with the claim.

If you cannot stay for the whole event, then that needs to be discussed with the Regional Chair or designate prior to leaving the event.

CLEARLY OUTLINE:

1. WHY DO YOU NEED THE UNION LEAVE

What event / meeting are you attending. Put this in your email; this is for BCNU records, not the employer.

Stewards / Executives:

If you are requesting a day off for accrued time or putting the hours in your NH Union Lieu Time bank, you have 120 days to do so from when you accrued the time.

Stewards / Executives ensure your Log is attached and includes your SAL to approve your log, otherwise the Regional Chair will review & approve. When you have enough hours to take a shift off, send in the leave form – do NOT stockpile your hours.

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2. LIEU DAY

This is when you are NOT scheduled to work on the day of the BCNU event. You have 2 options once you have attended the event – Take a shift off and if that cannot be done have the hours banked for pay out; you have 60 days from the date of the event to do this.

Step 1 – Attend the event

Step 2 – If able to do so, take a shift off in the next 60 days; if unable to do so, request to have the hours placed in your NH Union Lieu Bank. If Casual – take a shift off in lieu or be paid the Honorarium on the Expense form you will be emailed.

Step 3 – Fill out the Union leave form – if it's for a shift off, the shift cannot be an OT shift or a swap shift. In your email let me know what the lieu day is for (aka: what did you attend that I am approving this day off for).

Step 4 – Follow the steps below for putting the hours in your NH Union Lieu Time bank:

1. Put the date of the event(s) in the "Union Business" column
2. In the "Nurse scheduled shift" column write "Not Scheduled"
3. In your email you indicate what the Lieu time is for and indicate you would like the hours to be put in your NH Lieu Bank
4. The union leave gets approved by me; it is sent to your NH manager for approval, then is sent to HR & staffing.
5. Once staffing has put the hours into your Lieu bank you have 2 options -
 - Option 1: Fill out the NH Lieu Time Payout form (found on MyNH) and send that to your manager to request a day off, or request a specific pay period to have the hours paid out on.
 - Option 2: Wait 60 days and it will automatically be paid out – no form needed.

3. TRAVEL & REST DAYS

BCNU travel day policy is 1 day per event with travel being over 6 hours.

A Rest Day for the shift directly after the BCNU business will only be considered if the member requesting the rest day is unable to practice safely (e.g. too fatigued).

- Example: if you are driving from Quesnel/Vanderhoof to PG you do not get a travel day.

If you live in an area that requires more time to/from the event, be sure to indicate those issues in your email (flights / driving / weather etc.) this will need to be reviewed & approved by the Regional Chair.

Consideration of a Rest Day will need to be reviewed and approved by the Regional Chair.

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4. DESIGNATED

If you're a Steward, in a Caucus, or hold an elected position, etc. indicate that to me in your email, as those are deemed designated positions, and I approve the form appropriately.

5. NH UNION LEAVE FORM

Go to BCNU.org top right corner, search Union Leave, download, save and use that form.

Put your work email address on the leave form, not your personal email.

Put your Manager's / TL email on the leave form. Indicate if your unit uses centralized email.

Clump consecutive dates together to save space (see picture below).

Do not use the "Preparation Time" or "Travel Time" slots; it is all Union Business – if you need a travel day, tell me that in your email.

If you run out of space, use a 2nd form.

For Section 2(a) – Article Under Which Union Leave is Requested - select **box F** unless you are a delegate attending Regional/Provincial Bargaining then select the correct box. HR is picky about this.

Section 2(a) – Article Under Which Union Leave is Requested	
I.	Please indicate the Article under which Union Leave is being requested:
a.	☐ Article 44.01 (A) Union Council/Board Member
b.	☐ Article 44.01 (B) Annual or Special Conventions (member elected or appointed to represent only)
c.	☐ Article 44.01 (C) Member of Union's Bargaining Committee
d.	☐ Article 44.01 (D) Provincial Bargaining Conference (delegates only)
e.	☐ Article 44.01 (E) Regional Bargaining Conference (delegates only)
f.	☒ Article 44.01 (F) Special or Standing Committee of Union or Union Business
g.	☐ Article 44.01 (H) Full Time President or Council Members

When requesting a day/evening shift off, make the "Union Dates & Times" column match the day/evening shift you need off (see picture below).

In other words - YOUR day/evening shift times are the times of the Union Business.

Example: You work 11:00-23:00 then make the Union Business column say 11:00-23:00 - NOT the actual times of the BCNU event.

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Section 2(b) – Time Off Request for Union Leave (preparation time, travel time and *rest time)			
Date(s)/Time(s) that Union Leave will be conducted:		Nurse's scheduled shift (e.g. 0700-1900):	
Union Business:	Date: <u>Apr 23-25</u> Time: <u>08-16:00</u>	Scheduled shift time:	<u>Apr 23-25 08-16:00</u>
	Date: <u>My 6-8</u> Time: <u>08-16:00</u>	Scheduled shift time:	<u>May 6-8 08-16:00</u>
	Date: <u>May 14</u> Time: <u>08-16:00</u>	Scheduled shift time:	<u>May 14 08-16:00</u>
Preparation Time:	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
Travel Time:	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
		Total Shifts:	<u>7</u> Total Paid Hours: <u>52.5</u>
Shift/Hours for *Rest Time: Date of Shift: <u> </u>		Paid Hours: <u> </u>	
(*Rest time only permitted on the shift immediately following the day on which union business is conducted during a nurses' off-duty time)			

Section 2(b) – Time Off Request for Union Leave (preparation time, travel time and *rest time)			
Date(s)/Time(s) that Union Leave will be conducted:		Nurse's scheduled shift (e.g. 0700-1900):	
Union Business:	Date: <u>Sept 29/25</u> Time: <u>11-2300</u>	Scheduled shift time:	<u>Sept 29 11-2300</u>
	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
Preparation Time:	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
Travel Time:	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
		Total Shifts:	<u>1</u> Total Paid Hours: <u>11</u>
Shift/Hours for *Rest Time: Date of Shift: <u> </u>		Paid Hours: <u> </u>	
(*Rest time only permitted on the shift immediately following the day on which union business is conducted during a nurses' off-duty time)			

If you are working Nights before the event or on the day of the event, then indicate the event date and time, and request your night off as you would be working (see picture below).

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Date(s)/Time(s) that Union Leave will be conducted:		Nurse's scheduled shift (e.g. 0700-1900):	
Union Business:	Date: <u>Sept 29/25</u> Time: <u>09-17:00</u>	Scheduled shift time:	<u>Sept 28 19:00-07:00</u>
	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
Preparation Time:	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
Travel Time:	Date: <u> </u> Time: <u> </u>	Scheduled shift time:	<u> </u>
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PEAK PERIODS

As per 44.01(F) Union leave will NOT be granted during the following peak periods unless approved by BCNU CEO

- (a) June 25 – September 8
- (b) Spring Break
- (c) December 15 – January 5

BCNU EDUCATION

BCNU has produced an online learning module that offers key information on the union's financial policies and processes such as salary reimbursement (also known as union leave) and various member expense policies.

This education is **NOT** mandatory for members but is strongly encouraged and will assist you to complete your BCNU Expense forms.

[Mandatory Finance Training Module](#) - can be found on Member's Portal Quick Links

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