



HUMAN RESOURCES

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| Subject | UNION / ASSOCIATION BUSINESS – LEAVES | | |
| Procedure Section | 10 Leaves | | |
| No. | 10.40 | | |
| Exempt Employment Policy References | | | |
| Collective Agreement References | Faculty | Article 5 (Time off for Meetings and Association Business) | |
| | BCGEU Com. Agreement (FAC) | Clause 3.4 (Leave of Absence for College Committees and Union Leave) | |
| | Vocational | Clause 3.9 (Time Off for Union Business) | |
| | BCGEU Com. Agreement (Voc) | Clause 3.4 (Leave of Absence for College Committees and Union Leave) | |
| | Support | Clause 61.2 (Leave of Absence for OC Committees) | |
| | | Article 62 (Leave for Union Officers) | |
| Forms & Other Reference Material | MyOkanagan.bc.ca > Employee > Administrative Functions > Employees > My Leave Balances (ELMS) | | |
| Status of Approval | APPROVED | 5-Oct-2017 | Denise Fallis |

PREAMBLE

The College provides for leaves of absence to perform union or association business for reasons outlined in the appropriate collective agreements. Leaves of absence to perform union or association business are generally given without loss of pay to the employee. In order to ensure consistency within Okanagan College and to ensure adherence to the provisions of the collective agreement(s), the following sequence describes the approval process for these leaves.

PROCEDURE

1. All union/association leaves must be entered into the Electronic Leave Management System (ELMS). Faculty need only enter leaves that require them to miss scheduled lectures/labs or for time off outside of the approved release provisions of the Okanagan College/Faculty Association Collective Agreement.
2. A request for leave of specific days will be made to the designated supervisor using ELMS. The employee will select the appropriate leave in ELMS:
 - a. BCGEU Bargaining Unit Chair release (employer paid) (*UNC*)
 - b. Union/Association paid (*UNU*)
 - c. Other employer paid (*UNE*)
3. Instructional employees must also provide a plan, subject to the approval of the designated supervisor, for replacement/coverage of any missed classes.
4. For Union/Association paid leave, written authorization for payment from the Union/Association must be submitted to the designated supervisor. The designated supervisor will sign the form and forward directly to Payroll.

5. Where a BCGEU Bargaining Unit Chair wishes to delegate part of their release to another employee, the Bargaining Unit Chair must email the designated supervisor and the Human Resources Advisor providing the dates and times. The employee should then submit the request for the corresponding time through ELMS.
6. If a replacement is required for employees on Union/Association paid leave (accompanied by a form from the Union/Association), the timesheet for the replacement should be coded to the department. Financial Services will ensure that the necessary billing for reimbursement is made to the Union/Association and that the reimbursement is credited to the department.
7. If a replacement is required for employees on employer paid union/association leave or BCGEU Bargaining Unit Chair Release (employer paid), the timesheet for the replacement should be coded to the union release FOAP as follows:
 - a. Faculty: 12800-744391-6221-51101
 - b. Vocational: 12100-744491-6621-51101
 - c. Support: 12100-744491-6721-51101

All contracts/timesheets coded to these FOAPs must be approved by Human Resources.