NOVA SCOTIA UNION

NSUPE

OF PUBLIC & PRIVATE EMPLOYEES

UNION LEAVE POLICY & GUIDELINES

PRINCIPLES:

1. Union leave provided by an employer, whether paid or unpaid, greatly benefits the Union and its membership.
2. In order to maintain and/or increase this benefit, it is important that both employers and members perceive that the Union uses union leave responsibly.
3. All Union leave provided by employers, whether paid or unpaid, is to be used at the direction of Executive Council.

GENERAL:

1. What follows below are guidelines. Where there is no guideline for a specific issue or circumstances do not allow for the guideline to be followed, use common sense. Where possible, check with a table officer prior to union leave being used.
2. Where an issue cannot be determined under these guidelines and disagreement arises over whether union leave is, or was, appropriate, the issue will be resolved by Executive Council.

PROCEDURES:

1. All requests for Union leave will be made or confirmed with an employer in writing by the Member and a copy provided to NSUPE's Administrative Assistant.
2. Where a claim is disallowed, the Treasurer or Administrative Assistant will notify the member of the disallowance and the reasons therefore.

GUIDELINES:

1. NSUPE Executive Council and NSUPE Local membership meetings should be scheduled so as to minimize the use of union leave, whether paid or unpaid.
2. Notwithstanding the foregoing statement, the following factors may affect whether the use of union leave is warranted:
    a. the urgency of the matter giving rise to union leave;
    b. the anticipated length of the meeting;
    c. the efficacy of completing the business at hand in one long meeting as opposed to two or more shorter meetings;
    d. the anticipated necessity for future union leave (eg. upcoming negotiations);
    e. the employer's operational requirements;
    f. the necessity or desirability of having a business agent or union employee attend a meeting and the availability of the business agent or union employee.