



# CAAT-A Local Time-Off Fund Application for Reimbursement Form

Complete and return to your OPSEU Regional Office, Attention: Staff Representative

Date: mm/dd/yyyy \_\_\_\_\_ Name of College: \_\_\_\_\_ Local #: \_\_\_\_\_

Locals must ensure that their Local Trustee Audit Reports (TAR) are up-to-date (as per OPSEU's policy).

Last TAR submitted: \_\_\_\_\_

The funding level is determined by the following calculation: "\$35.00 per member in good standing per year. OPSEU Head Office will contribute \$28.00 per member per year and the Local Union will contribute \$7.00 per member per year." 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.

The local must complete the information requested in both sections below prior to Local Time-off being reimbursed.

I affirm that this application has been approved by the Local Executive Committee.

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

Purpose of time-off: \_\_\_\_\_

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

\_\_\_\_\_  
LEC member                      Signature LEC member                      Date: mm/dd/yyyy                      Telephone: \_\_\_\_\_

\_\_\_\_\_  
LEC member                      Signature LEC member                      Date: mm/dd/yyyy                      Telephone: \_\_\_\_\_

**Note:** A Local Executive Committee member cannot sign for their own application.

Members in good standing: \_\_\_\_\_ X \$35.00 = Maximum entitlement: \$ \_\_\_\_\_

The following must be included in the application for reimbursement:

- A copy of the notification to the College as per Article 8.05 A
- A copy of the detailed billing invoice from the College
- Proof of payment from the local for time off as per Article 8.04 B
- A copy of the receipt of payment from the College

## For Regional Office use only:

Date received at Regional Office: \_\_\_\_\_ Regional Office: \_\_\_\_\_

Name of staff representative: \_\_\_\_\_

Signature of staff representative: \_\_\_\_\_



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## Local Time-Off (80/20) Fund

Under OPSEU policy, locals may apply to use the Local Time-Off Fund (80/20) to help fund the work of the local. The fund will be based on the following formula:

\$35.00 per member in good standing per year. OPSEU Head Office will contribute \$28.00 per member per year and the Local Union will contribute \$7.00 per member

Fund eligibility requires the following:

- Trustee Audit Reports are up to date
- Forms must be signed by two officers other than the person requesting the local time-off leave
- Usage is at the sole discretion of the Local Executive Committee (LEC)
- The form must be fully completed (including supporting documents)
- Only wages are covered by the fund (cannot be used for own time)
- Form must be signed by the Staff Representative

The Local Time-Off Fund shall **not be utilized** for locals to send alternates or observers to central union functions including conventions, conferences, and divisional meetings. The fund cannot be used for attendance at regional educationals or sectoral meetings.

There will be no retro-active payments or carry-over of monies from the fund.