

Event Name: _____
 Event ID: _____
 Event Date:(s) _____
 Event Location: _____

Locals that Wish to Use Rebates for Time-Off for Alternates and Observers

[DO NOT USE THIS FORM FOR CONVENTION]



The following criteria must be met in order to obtain a time-off letter signed by the 1st Vice President/Treasurer for Alternates and Observers

- Local Trustee Audited Reports (TARS) must be up to date
- The Alternates and Observers must submit the required information (employer name, title/position, email address and dates) to the Conferences and Travel Unit. (conferencesandtravel@opseu.org)
- The Local President and Treasurer must authorize that the time-off funds are to be deducted from the Local's quarterly rebate.

Local _____ Date of last TARs submission: _____

Alternates

Union #	Last Name	First Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Observers

Union #	Last Name	First Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Local President and Treasurer Endorsement

Local President Name _____ Signature _____

Local Treasurer Name _____ Signature _____

We hereby authorize the Accounting Department to deduct 100% of the wages for the Local Alternate (s) and Observer (s) from the local quarterly rebate.

Please email this completed form to conferencesandtravel@opseu.org