



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

The following criteria must be met in order to obtain a time-off letter 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 Convention Office ([convention@opseu.org](mailto:convention@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 [convention@opseu.org](mailto:convention@opseu.org)