

**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 1<sup>st</sup> 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](mailto: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](mailto:conferencesandtravel@opseu.org)