



HOSPITAL EMPLOYEES' UNION

PROVINCIAL OFFICE:

5000 North Fraser Way, Burnaby, BC V5J 5M3 • TEL: 604-438-5000 • FAX: 604-739-1510 • WEB: www.heu.org

*****ACTION REQUIRED, PLEASE READ THE ENTIRE DOCUMENT*****

February 8, 2022

IMPORTANT INFORMATION FOR MEMBERS

Dear Sister/Brother and Friends:

Re: Salary & Expense Information for Equity Conference – Online Format – March 1, 2 & 3, 2022

This is to confirm that you have been selected to attend the **Online Equity Conference**. The zoom link to connect to the training will be emailed to your personal home email address prior to the meeting.

The online registration and technical testing session will take place Tuesday, March 1, 2022 from 8:30 am – 9:00 am and you are required to attend the online training Tuesday, March 1 (9:00 am – 4:00 pm), Wednesday, March 2 (8:30 am – 4:00 pm), and Thursday, March 3 (8:30 am – 4:00 pm), 2022 inclusive.

SALARY AND EXPENSE VOUCHERS

In preparation for the **Equity Conference – Online Format**, I am enclosing a digital PDF version of the Salary and Expense Voucher, specifically for online courses. This is to be completed by all participants. Please ensure that you provide all the requested information.

Before the online training, you must seek pre-authorization if you will incur any expenses such as mileage, parking, transportation costs, etc.

Everyone is required to submit their Salary & Expense Voucher by email to membervouchers@heu.org. If emailing, please ensure to include scanned receipts with your voucher if applicable. You may also mail to Provincial Office, 5000 North Fraser Way, Burnaby, BC V5J 5M3 Attention: **Finance Department**. Please do not fax.

LEAVE FOR UNION BUSINESS

You should apply for Union Leave for the dates of the online training. Your employer should retain you on the payroll of your facility and invoice Provincial Office for reimbursement of your wages. Please be sure to indicate on the Expense Voucher your entire work schedule (including your days off as lieu days might apply) and the number of hours per day you would have worked if you had not been on Union Leave. **We are unable to reimburse your employer if this form is not completed.**

If you have any problems obtaining your Union Leave, contact your Shop Steward.

REST DAYS

The Rest Day Policy is on the back of the Expense Voucher. You must seek pre-approval from the **Finance Department**, by emailing membervouchers@heu.org **prior** to booking any rest days.

DEPENDENT CARE

If you require child care as per the HEU Dependent Care Policy, please email membervouchers@heu.org for pre-approval.

Should you have any questions regarding the online training **or if you need to cancel your attendance due to denial of union leave or for any other reason**, please contact **Shemaine Chan** by email at schan@heu.org, or by phone at **604 456-7063** or toll-free **1-800-663-5813** extension **7063**.

In solidarity,

Betty Valenzuela
HEU Financial Secretary

NO SHOW POLICY

- Members that are “No Show” to HEU events, and do not contact the Union to cancel, will not be considered for future HEU educational opportunities or opportunities to attend external conferences such as the BC Federation of Labour or CUPE for a period of one (1) year.
- Members accused of violating HEU polices shall be given full disclosure of the accusations against them, and an opportunity to defend themselves before any decisions are made, and that a full investigation be conducted before any subsequent punishment is given out.

FULL PARTICIPATION POLICY

- Members are required to confirm full participation in HEU events.
- Wages and per diems will not be paid to members who do not attend without a valid reason. No per diems for virtual meetings.
- If a member shows up late and/or leaves early this Policy shall also apply.
- Members attending functions must be prepared to report to the membership on the events which they attended as a means of being accountable to the membership.
- The representing Local will be advised if members violate this Policy.
- Members July apply for special dispensation to the Financial Secretary or designate.

****NOTE:** For full Policies, including WHEREAS', please check the HEU Policy Manual