

EVENT:

DATE(S)



SALARY AND EXPENSE VOUCHER

5000 North Fraser Way, Burnaby, BC V5J 5M3 • ph: 604-438-5000 (1-800-663-5813)

PLEASE PRINT OR TYPE & FILL OUT COMPLETELY. RETURN BY EMAIL.

Name		Personal Email (Not Employer/work)	
Address		City	Postal Code
Telephone (Home)	Telephone (Cell)	Telephone (Work)	Extension
Employer		Facility Name	

Work Schedule <i>Please write "day off" if applicable</i>				Expenses <i>All expenses must be PRE-APPROVED by emailing membervouchers@heu.org.</i>		Additional Information
Date MM/DD/YY	Start Time	End Time	Work Hrs per day	Mileage (km x 59¢) #km \$\$\$	Parking, Transp., Other \$\$	
Total (A)				\$	\$	

Please **READ** the **Rest Day Policy** on the back of this form prior to requesting rest days. If applicable, fill in the dates and number of work hours below and email for approval. REST DAYS **must** be approved prior to event.

Day Off (date)	Rest Day Requested (date)	Start Time	End Time	Work Hours per Day	Finance Use Only
Total (B)					\$

WAGES

Before any wages can be paid, the following questions must be answered:

- Will your employer keep you on the payroll and send the invoice to HEU? YES NO
- Work Status: Full-Time Part-Time Casual

TOTAL HOURS ON UNION LEAVE (A)+(B) _____ at \$_____ per hour

- Please email completed vouchers and scans of receipts to membervouchers@heu.org or mail to Hospital Employees' Union – Provincial Office – Attn: Finance Department
- Please allow 2-3 weeks for payment processing
- If you have any questions, please contact membervouchers@heu.org

Member's Signature	HEU Approval (Name & Signature)
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REST DAY POLICY

(Effective Jan. 01, 2009)

Rest Day Policy was developed to ensure our union activists have adequate rest.

1. Rest day(s) date and hours must be included on this expense voucher.
2. Rest day(s) are calculated on a "one day to one day" basis.
3. Members should NOT be accumulating single hours and then claiming for a replacement day off.
4. Members must take off the nearest scheduled work day adjacent to the union-sponsored event (i.e. either before or after the event).
5. When requesting time off from your employer, please refer to all day(s) as "union leave" rather than a "rest day(s)".
6. Per diems are not paid on rest days.
7. This rest day policy WILL NOT APPLY to travel days unless a full day of travel is required.
8. Since union leaves are not scheduled around Stat holidays, rest days will not be granted for Stats.
9. Rest day(s) must be approved prior to taking the day.

For approval, please email the finance department at membervouchers@heu.org.

Any dispute as to the application of this policy shall be directed to the Financial Secretary.