

Event Information



WHY POLITICS MATTER WORKSHOP MARCH 26, 2025

March 12, 2025

IMPORTANT INFORMATION FOR FBA MEMBERS

Dear Union Family:

This is to confirm that you have been selected to attend the **Why Politics Matter Workshop** taking place **online** on **March 26, 2025**. 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 will take place Wednesday, March 26 from 9:00 a.m. – 9:30 a.m., and you are required to attend online Wednesday, March 26, (9:30 a.m. – 4:30 p.m.), 2024.

SALARY AND EXPENSE VOUCHERS

In preparation for the **Why Politics Matter Workshop**, I am enclosing a digital PDF version of the Salary and Expense Voucher. This is to be completed by all participants. Please ensure that you provide all the requested information.

You must submit your Salary & Expense Voucher so we can ensure your union leave is reimbursed/paid correctly.

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

Everyone is encouraged 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. Keep the original receipts until your expenses are paid in case the scans are not clear. Alternatively, you may send your completed voucher with original receipts to the Provincial Office by mailing to 5000 North Fraser Way, Burnaby, BC V5J 5M3 Attention: **Finance Department**. Please do not fax. If you send your voucher electronically, please do not mail it.

LEAVE FOR UNION BUSINESS

You should apply for Union Leave for the dates of the event. Your employer should retain you on the payroll of your facility and invoice Provincial Office for reimbursement of your lost wages.

Please be sure to indicate on the Expense Voucher your entire work schedule and the number of hours per day you would have worked if you had not been on Union Leave.

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

REST DAYS

PROVINCIAL OFFICE
5000 North Fraser Way
Burnaby, BC V5J 5M3

TEL 1-800-663-5813
FAX 604-739-1510
WEB www.heu.org

BARB NEDERPEL, President
LYNN BUECKERT, Interim Secretary-Business Manager
BETTY VALENZUELA, Financial Secretary

Rest Days must be preapproved. A Union Leave “rest day” is a day upon which an employee is provided Union leave on a scheduled workday for having transacted Union business on a scheduled day off. The Employer will **only** provide Union leave rest days for employees that have worked a combination of Union business and regular work for seven (7) consecutive days or more. You must seek pre-approval from the **Finance Department**, by emailing membervouchers@heu.org **prior** to booking any rest days. Please provide your two-week work schedule surrounding the union event to member vouchers when requesting a rest day.

DEPENDENT CARE

There will be no childcare.

If you have any questions regarding Per Diem and Transportation policies, please contact **the Finance Department** at membervouchers@heu.org. **Should you have any other questions regarding this event or if you need to cancel your attendance due to denial of union leave or for any other information**, please contact **Ann Johansson** at members@heu.org, or toll-free **1-800-663-5813**.

In solidarity,



Betty Valenzuela

Financial Secretary
Hospital Employees' Union
Enclosures

CONTACTS AT A GLANCE

- For salary expense vouchers, rest days, leave approvals, and dependent care, email **Finance** at membervouchers@heu.org
- For attendance concerns, call **Ann Johansson** at **604-456-7049** or members@heu.org, or toll-free **1-800-663-5813**.

EVENT POLICIES AND GUIDELINES

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 policies 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 at HEU events.
- Wages and per diems will not be paid to members who do not attend without a valid reason.
- 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 may apply for special dispensation to the Financial Secretary or designate.