

Effective: November 2019
Last reviewed: June 2025
Next review: 2028

BOARD POLICY

Member Compensation for Union Business During Work Hours (Union Leave)

1 POLICY STATEMENT

Member participation in CIPP is based on volunteerism and is vital to the success of the Union.

Meetings of the Board of Directors and committees are predominantly held outside of work hours, however, from time to time and due to shift schedules, union work may require that members miss their regularly scheduled work for CIPP business. In these situations, CIPP's collective agreements provide for leave and, if this leave is unpaid, its by-laws ensure that members are compensated for any loss that may result. This compensation is not "pay", but reimbursement for lost wages and benefits as deemed appropriate by the Board of Directors, which retains the sole discretion to determine a fair rate and method of reimbursement. Such reimbursement is separate from and in addition to any honorarium normally assigned to member roles within CIPP.

2 PURPOSE

This policy is to establish procedures and guidelines for members to take leave for Union Business.

3 SCOPE

This policy applies to CIPP members and Board of Directors.

4 POLICY AND PROCEDURE

The Board of Directors or the Executive Committee acting on its behalf, have the authority to approve paid or unpaid leave for union business during a regularly scheduled shift.

Since the principle of member compensation is to offset any direct loss, CIPP may reimburse members for lost wages while performing union work during regularly scheduled shifts at their normal rate of pay and premiums, where applicable, and any directly related benefit costs. Members will not be reimbursed for foregoing overtime opportunities in addition to their regularly scheduled shifts.

Members will also not be reimbursed for using leave or lieu days to perform Union work.

Where there is a proposal that union work be done during a normally scheduled shift, the proposal will be brought to the Board of Directors or the Executive Committee for

approval. The proposal shall include the date and time of the union work, a description of the activity, a brief explanation of the necessity of the work being performed during working hours, and the expected cost of the proposed reimbursement whether it is to the Employer for paid leave or to the member for unpaid leave. The Board or Executive may pre-approve compensation as part of a project plan, but the same information will be required in the plan. In this case, compensation shall form part of the project budget.

The Board does not need to approve members performing union work during a regularly scheduled shift where no compensation is required. As professionals, members often have flexibility in their workday, and they are encouraged to seek permission from their supervisor to perform the union work without needing to use Union Leave.

CIPP has negotiated an agreement with the City of Ottawa to maintain members' pay and benefits when they perform Union work and invoice the union directly for the cost. This agreement is beneficial because there is no interruption to member benefits such as pension accrual that can result from taking leave without pay. If CIPP negotiates other such agreements with an Employer, they shall be subject to approval by the Board of Directors and shall set the terms of the cost of reimbursement in that case. Such an agreement shall be referenced in this policy.

Members on approved leave for Institute business will be eligible to be reimbursed for required expenses incurred during that leave. This includes any required use of a personal vehicle, meals, other travel costs or dependent care. Receipts and justification must be provided, and expenses will be reimbursed by reference to CIPP policies (e.g. kilometrage, meals).

5 REVIEW

This policy shall be reviewed on an annual basis.

6 REFERENCE

6.1 CIPP By-Laws

6.2 CIPP Collective Agreements