



## NOT SCHEDULED TO WORK TIME BACK REQUEST FORM

*For Governance Only*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Leave Request (Bargaining, caucus, etc.): \_\_\_\_\_

Dates of Meeting/Event: \_\_\_\_\_

# of hours of Leave: \_\_\_\_\_

# of hours travelled: \_\_\_\_\_

### **Requested Time off in lieu of info:**

Date(s): \_\_\_\_\_

#of hours Requested: \_\_\_\_\_

# of hours carried forward: \_\_\_\_\_

#### **FOR OFFICE USE ONLY**

Approved

Declined

President (or designate): \_\_\_\_\_ Date: \_\_\_\_\_



<b>Policy Name:</b> Time off in lieu of - Association Business and Travel	
<b>Category:</b> Executive Council	<b>Policy #:</b> 48EXE22

## Policy:

Members who are on their day off and whose attendance is required at a MAHCP meeting/event of greater than 3 hours are eligible to claim time off in lieu of. (Examples but not limited to: Executive Council, Bargaining Committees, Directors own district meetings)

Time off in lieu will be granted for time spent conducting association business and travel to/from the meeting.

Time in lieu is expected to be taken within 8 weeks of the MAHCP meeting/event where attendance was required. Where a member is required to submit a full shift for time off; time less than a full shift may be carried over until time for a full shift is accumulated.

For time off in lieu to be granted; the form “Time off in lieu Request Form” must be completed and submitted to the Vice President (or designate) for approval.

Table Officers are excluded from this policy.

**Moved by: Governance Committee**

**Seconded: N/A**

<b>Approved by:</b> Executive Council	<b>Date Adopted:</b> October 12, 2022	<b>Date Amended:</b> September 12, 2023	<b>Date Rescinded:</b> N/A
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