



PSAC NORTH 8th REGIONAL TRIENNIAL CONVENTION EXPENSE GUIDELINES

February 25, 2021

Via E-mail

It is our pleasure to inform you that **you are a confirmed Delegate** to the PSAC North 8TH Regional Triennial Convention, to be held Virtually, from Thursday, May 27, 2021 to Sunday, May 30, 2021.

The Convention will begin at 9:00am on Thursday May 27, 2021 and end at 12:00pm on Sunday May 30, 2021.

We ask that you read these Guidelines carefully.

If for any reason you are unable to attend the Convention, please contact Theresa Baird, Executive Assistant to the REVP North, by email: bairdt@psac-afpc.com or call Toll Free: 1-855-795-6556 as soon as possible.

Union Leave with Pay

Please arrange for Union Business Leave with your employer for the period that you require time off, in order to participate.

If your component is UNW, you will need to complete a Member Request Billing Authorization form which can be found on the Union of Northern Workers website:

http://unw.ca/sites/default/files/billing_auth_and_travel_request_form_2014.pdf

- E-mail the completed billing authorization form, along with any attachments to hq@unw.ca and YelAdmin@psac-afpc.com
- If you need assistance, please contact Tara Boyd, Administrative Assistant in the Yellowknife Regional Office, by email at: boydt@psac-afpc.com or call Toll Free: 1-800-661-0870, or call UNW Toll Free: 1-877-906-4447.

If your component is NEU, once your leave has been approved by your employer, please notify Brenda Shaimaiyuk, Administrative Assistant in the Iqaluit Regional Office, by e-mail at: shaimab@psac-afpc.com or call Toll Free: 1-866-268-7097 and Brenda will request a leave letter from the Nunavut Employees Union to be sent to you and your employer.

- In order for NEU to send the leave letter, Brenda will need your supervisor's name, e-mail address and the government department you work for. If you work for the Hamlet or Housing, Brenda will require your SAO or Managers name and e-mail address.

If your component is YEU, Union Leave differs per collective agreement in the Yukon, please consult your agreement under Article Union Leave, and apply for your union leave quoting the Article # and title.

- If you need assistance, please contact Shawna Dalley, Administrative Assistant in the Whitehorse Regional Office, at dalleys@psac-afpc.com or call: 1-867-457-0021.
- Approved leave forms MUST be sent to Shawna at dalleys@psac-afpc.com.

If your component is a Federal Component (GSU, UCTE, UHEW, UNDE, UNE, USJE)

Union Leave with Pay Delegates - Throughout 2018, joint agreements were reached between the PSAC and the following employers which granted leave with pay to all employees attending union activities:

- Treasury Board (PA, EB, TC, SV, FB Groups)
- Canadian Food Inspection Agency
- Parks Canada
- Social Sciences and Humanities Research Council

As such, delegates requesting Union Leave with Pay (code 641) from their employer for the Convention will see no interruption in their salary. In order to request Union Leave with Pay for this activity, members will be required to attach an electronic copy of the **Union Authorization Letter they will receive from PSAC** with their leave request to their employer. When such leave is approved the employer will invoice the PSAC directly to recover the salary and benefit costs for the member.

- **If you are from the NWT**, to obtain your **Union Authorization Letter** please contact Tara Boyd, Administrative Assistant in the Yellowknife Regional Office, by email at: boydt@psac-afpc.com or call Toll free: 1-800-661-0870.
- **If you are from Nunavut**, to obtain your **Union Authorization Letter** please contact Brenda Shaimaiyuk, Administrative Assistant in the Iqaluit Regional Office, by e-mail at: shaimab@psac-afpc.com or call Toll Free: 1-866-268-7097.
- **If you are from the Yukon**, to obtain your **Union Authorization Letter** please contact Shawna Dalley, Administrative Assistant in the Whitehorse Regional Office, at dalleys@psac-afpc.com or call: 1-867-457-0021.

Members who instead wish to take vacation or compensatory leave to attend this function will be required to submit an approved leave form with their claim in order to substantiate the type of leave taken which requires loss of salary reimbursement. Leave forms should be scanned and submitted by email to finance-info-finance@psac-afpc.com. The **claim ID** (referenced on the confirmation email upon claim submission) should be reflected in the subject line of the email.

Expense Claim

Expense claims must be submitted via the [Member Expense Portal](#) (MEP). You **must** submit all original receipts for expenses and official work or shift schedule (if you were regularly scheduled to work on the weekend).

Note: Expense claims must be submitted to PSAC Finance within 90 days following the Convention.