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April 8, 2013

To all Human Resource Managers and  
Union of Northern Workers Employers

Dear Sir or Madam,

**Re: Union Leave and  
UNW Billing Authorization Letters**

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This letter is to clarify the purpose of and conditions under which the Union of Northern Workers issues its Billing Authorization Letters. There appear to be some misconceptions about these documents and I am hopeful that the following will clarify things for everyone.

#### **Requesting and obtaining leave approval**

Requesting and obtaining approval for leave is solely the responsibility of the employee (Union member). The Billing Authorization Letters are in no way to be construed as applications for leave. The Union cannot make application on behalf of members. The Union can only authorize reimbursement for members who have obtained approval from their supervisor to take the specific Union related leave.

#### **Purpose of Billing Authorization Letters**

UNW Billing Authorization Letters are internal administrative documents which are issued to employers for their information. These documents authorize the employer to invoice the UNW for a member's billable union leave.

#### **Approval of Leave**

In the past, some supervisors have refused to approve leave until they have received a "leave letter" from the UNW. This is not the purpose of the Billing Authorization Letter.

#### **Process**

The employee (Union member) should request leave as usual, following employer policies on requesting leave, as per each Collective Agreement. After the supervisor has approved the leave, the employee will request a Billing Authorization letter (through the normal UNW process) from the UNW. The UNW will provide a Billing Authorization letter (by email or other appropriate means) to the employer after the leave has been completed.

In some circumstances, an employer may require confirmation before the leave is approved. The UNW will provide, upon request, confirmation (verbally or in an email) limited to whether or not the employee is registered for union activity on a specific date.

I hope this clarifies the process. If you have any questions, do not hesitate to contact me at 867-873-5668 ext 227 or by email at [dfa@unw.ca](mailto:dfa@unw.ca) .

Sincerely,

*Original signed by*

Patty Ducharme  
Director, Finance and Administration

cc: UNW Executive  
UNW Local Presidents