



So You've Been Selected for a Union Course or Event.

What You Need To Do Now!

Congratulations on having been selected to take part in a Union activity. Involvement by UNW members in the events and affairs that affect us all is the foundation of union progress. Your contribution of time and effort on behalf of everyone in the UNW is greatly appreciated, and is important in continuing to build and improve our Union. Thanks for getting involved!

Now that you have been selected to take part in a Union approved activity, there are some simple steps that you need to follow to ensure that your participation happens as smoothly as possible.

PLEASE COMPLETE THE FOLLOWING STEPS AS SOON AS YOU CAN:

1. Get your leave request approved by your supervisor using the normal procedures for leave requests that are in place at your worksite. Wherever possible, your request for leave should be made in writing so that there is a paper trail. **You are required to request leave at least 3 weeks prior to the event if you are a shift worker, or 2 weeks prior if you are not a shift worker.** It is the member's responsibility to secure the necessary leave from the Employer. The UNW does not request leave on your behalf.
2. Once you have obtained leave approval from your supervisor, get the form entitled "*Request for the Union of Northern Workers to send a Billing Authorization Letter to the Employer*". This [form](#) is on the UNW website and can be downloaded for completion.
3. Gather together all of the documents you will need to forward to the UNW (shift schedule, travel itinerary [if needed], copy of leave approval from your employer). These are outlined on the "*Request for a Billing Authorization Letter to the Employer*" form.
4. Fill in the "*Request for a Billing Authorization Letter to the Employer*" form, making sure that **all requested information** is filled in, and that **all required documents** are attached to the form.
5. Once the form has been completed and the needed documents have been attached, send the package to UNW headquarters. This can be done by email (hq@unw.ca) or by fax at 867-920-4448.
6. If your event involves travel arrangements and/or accommodations, send a separate email (hq@unw.ca) or a fax (867-920-4448) to the UNW providing the specific details of your needs. Make sure that your contact information is included in your communication. UNW Headquarters will then be in contact with you as needed to finalize the details of your requirements.

We hope that these instructions will help make your participation in Union events a little easier. It is through your commitment and involvement that the Union grows stronger every day!