



September 27, 2019

To all Human Resource Managers and Union of Northern Workers Employers

RE: Union Leave and UNW Billing Authorization Letters

Dear Sir or Madam:

This letter will serve to put all Employers on notice of the Union of Northern Worker's intent to discontinue our internal administrative practice of issuing Billing Authorization letters for Union Leave effective October 31, 2019. Unfortunately, despite many attempts to clarify the intent and processes related to Billing Authorization letters, (through distribution of the attached letter on multiple occasions dating back to 2009), there still remains confusion by many Employers.

The billing authorization letter is not a requirement of any Collective Agreement. Employer representatives have been using these billing authorization letters as an instrument to approve or deny leave, asking for details which are not required under the Collective Agreements as well as withholding invoicing until these letters are received. Requests for union leave should be a simple approval or denial of leave, similar to other types of leave request, (vacation, sick, etc.).

Again, I want to emphasize the intent of the Billing Authorization letters was never to provide approvals for leave from the Union of Northern Workers, but rather an internal administrative process to track billable leave.

The Union of Northern Workers will commit to processing payments for billable Union leave invoices from all Employers within 30 days of receipt and verification of the invoice.

If you have any questions/concerns, please do not hesitate to contact me 867-873-5668 ext 227 or by email at baileyk@unw.ca.

Sincerely,

Kim Bailey
Director of Finance and Administration

Cc: UNW Executive
UNW Local Presidents