



Registration/Member request to the UNW for billable Union Leave

Updated May 2021

Completed forms can be emailed to hq@unw.ca or faxed 867-920-4448

Participant/Member Name _____ Home phone _____
Mailing Address _____ Work phone _____
_____ Cell phone _____
Employer _____ Email _____
*personal – not work email

Function (Conference/Education/Convention):	_____
Event Location (i.e. City, Town, etc.):	_____
Date(s) & Time of Function:	_____
Total Number of Hours of Work that you will miss to attend function:	_____

- YES – I have received official leave approval from my supervisor/employer
- YES – I have received confirmation that I am registered/approved for the function.
- I am a Shift Worker: ****you must attach your shift schedule****
- I am a Non-Shift Worker:
My normal work week is: (i.e. Mon-Fri etc.) _____
My normal start/end times are: (i.e. 8:30 – 5 pm) _____

Travel Information

- I require travel to be booked by the UNW (see bottom of this form). **~OR~**
- I have attached a copy of my air travel itinerary to this form. **~OR~**
- I will be using my personal vehicle.

Billing Information (Who is sponsoring your attendance? If you are unsure, please check with the event organizer.)

Sponsoring Body (i.e. UNW, Local, PSAC, other) _____
Event Organizer & Contact Information _____

UNW Member Name (please print) UNW Member Signature

Incomplete forms will not be processed. The form will be returned for completion.

TRAVEL ARRANGEMENTS REQUEST

*Please only complete this part of the form if you require travel arrangements to be booked by the UNW.

Member Name
(as it appears on your ID) _____ **Aeroplane #** _____

Flights required. Please provide detail of required departure and return dates, and approximate times.

Lodging required. Please provide details such as dates required, smoking/nonsmoking, if there is a specific hotel which should be booked because of conference, etc.

SMOKE/SCENT-FREE: To assist our members with environmental sensitivities, all UNW events are smoke/scent-free.
ACCOMMODATION: The UNW is committed to ensuring that our events are barrier-free in order to allow our members with disabilities to fully participate. Accommodation will be provided based on requirements of functional limitations identified below.
