**THIS IS TO NOTIFY YOU OF OUR NEXT ONA REP MEETING:**

**Tuesday October 24, 2023**

**LOCATION – MCLAUGHLIN AUDITORIUM**

**Room EG18a**

**Meeting Starts at 8:00AM SHARP - Doors Open at 7:30AM**

**INCLUDES General Meeting 3 – 4 PM**

**PLEASE PRINT ALL INFORMATION BELOW**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit: \_\_\_\_\_\_\_\_\_\_ Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **WE REQUIRE YOUR PERSONAL EMAIL**

**Best Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To facilitate attending this meeting, we can request time off for you. We are required to request LOAs (A Union Leave of Absence) a minimum of **2 weeks in advance**, so you **MUST** return the completed registration form to the ONA Local 80 officeby inter-office mail, SCAN, or fax **no later than:**

**FRIDAY, SEPT 29, 2023 - (ASAP is preferred)**

After requesting an LOA if you are unable to attend, **please call our office ASAP to inform us. We will cancel your requested LOA. You will need to notify your unit and manager immediately.**

**Please check your schedule two weeks ahead to ensure the LOA has not been missed.**

**I am scheduled on Tuesday October 24, 2023 to work:**

**\_\_\_\_\_\_\_ hour day shift OR**

**\_\_\_\_\_\_\_ hour night shift OR the night before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_ hour evening shift, and am requesting a 7.5 hour LOA**

 **I am scheduled to be off Tue Oct 24/23 and I request a 7.5 hour LOA for me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (shift) instead. (must be within same pay period and/or within few days of mtg. date)**

 **I am scheduled to be off Tue Oct 24/23 and would like to be paid by ONA for the day.**

 **I am unable to attend meeting**

**PLEASE NOTE THAT WE REQUEST 7.5 HOURS OFF ONLY.**

**IF YOU NORMALLY WORK EXTENDED HOURS, YOU MUST ARRANGE WITH YOUR MANAGER TO USE LIEU TIME OR VACATION TIME FOR THE DIFFERENCE IN HOURS TO KEEP YOUR SALARY WHOLE. PLEASE SEND A RECENT PAY STUB TO ONA OFFICE - PLEASE MAIL TO ONA LOCAL 80 OFFICE, SUNNYBROOK CAMPUS, ROOM H214, Scan or FAX THIS FORM TO 9-416-480-6867 FROM INSIDE SUNNYBROOK (you must dial the whole number & the “9”) OR 416-480-6867 FROM AN OUTSIDE FAX. *Sep 12, 2023***