

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

Tuesday October 22, 2024

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 office by inter-office mail, SCAN, or fax **no later than:**

FRIDAY, SEPT 27, 2024 - (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 22, 2024 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 22/24 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 22/24 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 9, 2024

