

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

**Tuesday Oct 14, 2025**

**LOCATION – MCLAUGHLIN AUDITORIUM**

**Room EG18a**

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

**INCLUDES General Membership Meeting (GMM) 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 **4 weeks in advance**, so you **MUST** return the completed registration form to the Sunnybrook ONA office by inter-office mail, SCAN, or fax **no later than:**

**Friday Sept 12, 2025 - (ASAP is preferred)**

Also, remember that if we have requested an LOA for you and you are unable to attend, **please call our office immediately to ensure we are aware of your absence. If you are unable to attend for any reason, we will need to cancel any LOAs requested and you must notify your unit and your manager. Please check your schedule two weeks ahead to ensure the LOA has not been missed.**

**I am scheduled on Tuesday Oct 14, 2025 to work:**

hour day shift OR

hour night shift OR \_\_\_\_\_ hours night Oct 13<sup>th</sup>

hour evening shift, and am requesting a 7.5 hour LOA

**Please attach a  
copy of  
paystub!**

**I am scheduled to be off Tuesday Oct 14, 2025 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 14, 2025 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 11.25 HOURS, YOU MUST ARRANGE WITH YOUR MANAGER TO USE LIEU TIME OR VACATION TIME FOR THE OTHER 3.75 HOURS. 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 OR 416-480-6867 FROM AN OUTSIDE FAX.**

**Sept 2, 2025**

