

Feb 4/2021

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

MONDAY MARCH 15, 2021

PRE-REGISTRATION REQUIRED-Log in Starts at 7:30AM

Meeting Starts at 8:00AM

VIA ZOOM-EMAIL REQUIRED FOR REGISTRATION AND INSTRUCTIONS
LOGGING ON TO THE MEETING-IF ASSISTANCE REQUIRED EMAIL SERGE
(LOCAL080@ONA.ORG)

INCLUDES Annual Meeting via Zoom 3-4PM (requires pre-registration as well)

A Local 80 ONA representative meeting PLEASE PRINT ALL INFORMATION BELOW

Name _____ Unit: _____ Site: _____

REQUIRED 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 Sunnybrook ONA office by inter-office mail or fax **no later than Tues.**

Feb. 16, 2021 (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 Monday March 15, 2021 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 Monday March 15/21 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 Mon Mar 15/21 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 FAX THIS FORM TO 416-480-6867 OR MAIL TO ONA LOCAL 80 OFFICE, SUNNYBROOK CAMPUS, ROOM H214