



NEWSLETTER

Spring 2016



2016 Jasper Labour School



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LOCAL 115

UNA



2016 Jasper Labour School

By Sandra McGonigal, RN
Local 115 Portfolio Rep, United Nurses of Alberta



I was recently given the opportunity to attend the Alberta Federation of Labour, Winter Labour School at Jasper Park Lodge for the second time. Attending the “Women in Leadership” at my first Labour School was what helped me gain the confidence to become more active within the Local, presently as Portfolio Rep.

Here I was again getting ready to head up to Jasper and the big question was what course to sign up for this year. Well, there it was, “Communication for the Union Activist.” Not that I think of myself as an Activist but part of our mandate as Reps is to liaison between the Executive and the members. I have to admit that my computer skills are not great. I have been know to ask my 4 year

Grandson for help, so I was a little nervous about this class.


So, the first day of class arrived and I looked around the room at the 22 of us gathered, a mixed group from different unions, occupations and ages, some looked as nervous as I did.

Through out the week long course we discussed and learnt about all methods of communication both past and present. Telephone, newspapers, to Twitter, Facebook, Instagram and so on. We learnt not only from the Facilitator Dave Cournoyer (from UNA), but from each other. We did group projects that always seem impossible till we just took that first step, each of us would contribute and the impossible became possible.

Our Local is much like this class. A group of individuals with different interest, talents, likes, and dislikes. We come from different cultures, we are all ages, with different experiences, but we are all

Nurses and members of Local 115.

I have now seen the massive job of running this large Local, impossible right, not together. I challenge you to take that first step to get involved, get active. Log into United Nurses of Alberta and create a [FirstClass](#) account, like and follow us on [Facebook](#), [Google+](#), [Instagram](#), [Tumblr](#), [Twitter](#) and [YouTube](#). Download the UNA mobile app from the [Itunes](#) or [Google](#) app stores, and start coming out to [Local meetings](#). Find out about all the opportunities available. Valuable workshops, attend the AGM and the Demand Setting meetings in Edmonton, CFNU conference and many more. It can all be found on the [website](#) and [Events Calendar](#).

Take that first step. You might find being involved with the Local will enrich you life in ways you never expected like I have. 

In Solidarity,

Sandra McGonigal
Local 115 Portfolio Rep
smcgonigal@una.ab.ca

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Local 115 Executive

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Vice-President: Kathleen Hamnett
Secretary: Wayne Stopa
Treasurer: Wanda Deadman

Local 115 Committees

CDLC Committee: Local 115 Executive
Communications: Local 115 Executive • Al Perreault • Patrycja Vaid • Sheldon Vogt
Grievance Committee: Local 115 Executive • Martin d'Entremont • Dwayne MacKinnon
OH&S Committee: Local 115 Executive • Dorothy Clements • Laura Muenchrath
PRC Committee: Local 115 Executive • Nicole Bajada • Laura Muenchrath • Sarah Paetschke • James Zachary
Portfolio Reps: Jeunine Champagne • Dorothy Clements • Wanda Deadman • Sandra McGonigal

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Editors

Local 115 Executive
Al Perreault
Patrycja Vaid
Sheldon Vogt

Member Spotlight: Debbie

By Patrycja Vaid
Local 115 Communications, United Nurses of Alberta



Debbie Nowazek is the epitome of charge nurses. With 42 years of #orthopedic experience under her belt, she brings much #energy and #positivity to the front lines of caring for patients. She has mastered the craft of running a busy, fast-paced unit and always does so with a smile on her face. Her talent does not go unnoticed by anyone visiting the orthopedic unit at Foothills Medical Centre. Debbie is truly #uniquelyRN.

Q: *Where are you from?*

A: I was raised in Flin Flon - a small mining town in northern Manitoba. I had to travel to the big city of Winnipeg to take my training at the Misericordia School of Nursing. It was a 2 year program run by the nuns and what an adventure! Living in residence and working right away, hands on with patients. I always wanted to be a nurse- teaching was in my family- my mom, brother, aunt, and sister in law. I thought I didn't want to be a teacher.... but what I found out is that nursing is teaching and learning every day!

Q: *Where do you work now, and what has been your nursing work journey?*

A: I work on unit 54 at the Mc-

Caig Tower- orthopedics. You know the slogan "Toys R Us"? Well my career slogan should be "Orthopedics is Me." My last nursing practicum in 1974 was on an orthopedics (and ENT) unit. When I moved to Calgary I wasn't sure where I wanted to work but had accepted a job on a general surgery unit at Rockyview. I was to start on a Monday- but went skiing on the weekend before, and yes, hit the black run by accident. I fell badly breaking my ankle and straining my knee. I showed up for work on crutches, but it was not to be, so I took a year and worked as an ENT office nurse.

When an orthopedic job opened up at Rockyview, I took it and have been focused on orthopedics ever since. I have peppered my career with other opportunities such as: teaching CPR, being part

of OSCAR and Sunrise Clinical Manager (SCM) implementations, and even acting as a night supervisor for a summer.

Q: *What do you like most about where you work?*

A: I like the energy at work; the turnover of patients, the team work it takes to have patients come in, be treated and get on their way safely. I get real satisfaction from our work when a patient we have taken care of for a long time with severe injuries comes back to the unit just to show us how they are doing now and to say "thanks".

Continued on Page 4

Member Spotlight: Debbie

By Patrycja Vaid
Local 115 Communications, United Nurses of Alberta

Continued from Page 3



Q: *You make such a huge impact on patient care on a daily basis. If one was to find a comparison to describe you it would be that you're a conductor of a large orchestra, or the person directing busy and complicated air traffic at Chicago's O'Hare Airport. What would you say is the key of getting through a busy day at the charge desk?*

A: Communication I think is the key here. I have to be able to see and hear everything, understand and prioritize its importance in sharing what is going on. I pride myself on "knowing" each patient and being able to impart this to my team. Teamwork is so important; sharing the goal of excellent patient care. I would be remiss in not mentioning that you have to come with energy to the charge nurse role and always bring a sense of humor.

Q: *Unfortunately, nurses often don't have opportunities to get to*

know other nurses working on different units across the hospital. It is clear that you have perfected the art of being in charge of a busy orthopedic unit. What advice do you have for nurses starting their charge nurse roles?

A: Some of the basics of life are so important as you start your charge nurse role. Be open and have a welcoming-smile. Simple but true. We, as nurses, work in the hospital environment every day, but patients and families who come to us are very vulnerable and scared. A friendly face and reassurance can go a long way. Respect your colleagues- from housekeepers to management. Don't be afraid to ask for help-or offer help when needed. Be confident in your medical knowledge, but ask questions and look for opportunities to learn. A great team working alongside of a charge nurse, especially your unit clerk can make the day go a whole lot smoother. Praise them! Delegate when needed.

Q: *Many individuals from across the hospital have said that the unit you work on would not be the same without your leadership. What keeps you going?*

A: I believe I make a difference. I brought my many years of working hands-on with patients and

families to this role. I have fostered relationships with so many different people: from the ortho residents who are now staff, to the hospitalists who appreciate the knowledge I can share, to the lab girl who knows I can help with an unruly patient, to the housekeeper who knows I will help her with a problem, to the new staff and students I welcome and encourage questions from. I learn something new everyday and I share my experience and knowledge too. The patients and their well-being is what keeps me going. I like what I do, and I try to show it every day!

Q: *Looking back, if you could give your new nurse self some advice what would it be?*

A: Balance your work and home life. It's easy to work so much that you think that's all there is... but home and family are so important, as are friends and fun. Bring the experiences you have, such as church and community, back to work. Share. Don't be afraid to take a chance. Look for new opportunities. Volunteer. Show your vulnerable side. Put yourself in that patient's shoes- or the families' or even the doctor's. Respect and care for those around you.

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Member Spotlight: Debbie

By Patrycja Vaid
Local 115 Communications, United Nurses of Alberta

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Q: *Why is the union important to you?*

A: In 1976 when I came to Calgary, I was not aware of what the union held for me as a new nurse. These were tumultuous times of nurses strikes, demands, wages, and just unrest. I just didn't know what to think of all of that. Now that I've matured and the union has too, I see it means more than negotiating fair wages and benefits (although that has always been a big part of it). It also ensures we have a safe working environment; it offers protection and a voice.

I know many take the union for granted, but then they are so grateful for the professional guidance and support when they face an issue they need help with.

Q: *What is your favorite thing to do in Calgary?*

A: Be outdoors- whether walking along the river, picnicking in a park, skating. There are so many wonderful sights to see. And yes, the mountains are close too- so taking up hiking is on my to do list. We are so lucky to have such cultural opportunities- live musicals, the philharmonic, plays---oops, too many favorite things!

Q: *What is your favorite restaurant/place to shop/book/movie/TV show?*

A: I am a meat and potatoes girl from Northern Manitoba- Friday

nights I try to find the best burger!

The nice kitchen shops and unique treasures down 17th Ave and Inglewood are fun to wander through. I am not a great shopper- love to look and say "I like that BUT..."

I am a library fan: autobiographies, modern novels, mysteries, recently photography books, faces & places. I must confess if I find a great book, I can often be up 'til wee hours of the morning reading- even on a workday!

I am not too keen on movies. The last one I saw was the one about the town in Newfoundland that was trying to get a doctor... funny!

TV shows- I watch the news. Episodes of Castle are a great distraction and I do tend to watch the Voice.

Q: *What are you looking forward to in the next year?*

A: Well, in March this year I am heading to Ecuador with True North Mission Society led by Dr. Powell. We will be operating on patients who absolutely would not have access to this orthopedic surgery in their lifetime. This opportunity is a chance for me to give back or pay it forward. Being part of this effort really reminds each and everyone of us how fortunate we are to be living in Canada with

it's access to medical care. I come back humbled.

Q: *Where do you see yourself in 5 years?*

A: That seems a long way off! Now that I am 60 and have nursed for 42 years, I expect the "retirement" word may creep into my vocabulary by the end of those 5 years. What that might bring is some travel, friends, possibly golf, some Baba time (yes I am a Ukrainian grandmother), and no doubt some form of orthopedics- hopefully not in my own broken bones, but perhaps sharing my knowledge and experience somehow. Until then I plan to keep working, keep learning and keep on enjoying what I do! 🍷

Local 115 Draw Updates

- Congratulations to Kevin Champagne and Sandi Verones. They have been randomly selected to attend the 2016 Public Interest Alberta Conference in Edmonton. Thank you to all who submitted their names into the draw.
- Draw Opens for the 2017 Alberta Federation of Labour (AFL) / Calgary Labour Council (CLC) Winter School on June 8, 2016.

July 2012

SPOTLIGHT
ON YOUR UNA CONTRACT**Article 17.03**
UNA Provincial Collective Agreement

Vacation approval delayed or pending?

At most UNA sites, the Employer must inform the Employee of approval or denial of her requests on the vacation planner by April 30.

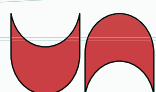
If there is a delay in the approval beyond the deadline, or if the Employer says it is pending, the Employee should consider her vacation denied and initiate a grievance immediately.

If an Employee believes vacation time has been inappropriately assigned, she may also seek to file a grievance.

For example, if an Employee has applied for a week block vacation and the Employer approves Monday and Tuesday, but not Wednesday, and approves Thursday and Saturday, but not Friday, that is effectively a denial of her vacation. The Employee should grieve this type of denial.

The grievances should be filed within 10 days (excluding weekends and named holidays) of April 30 or from the day you were informed of vacation decisions, whichever is earlier.

The UNA Provincial Collective Agreement does not provide for a standing, or pending vacation request. If circumstances change such that a previously denied vacation period becomes available, the Employee will need to submit a new vacation request for consideration.



Maternity Benefits & Leave

By Sheldon Vogt
Local 115 Communications, United Nurses of Alberta



The Benefit of Having Benefits

Registered Nurses (RNs) are the cornerstone to continuity of care within our hospitals and communities. Amidst capacity pressures, cost saving strategies, worker shortages and new delivery care models, RNs work tirelessly around the clock to consistently meet the individual needs of all patients and families. It is vital that RNs maintain personal health to uphold their duties at work. United Nurses of Alberta (UNA) has demonstrated success in bargaining for comprehensive health and extended benefits packages leading the way to expanding the well-being of members across Alberta. This article is the first of a series designed to help UNA members better understand how to access and maximize their benefits.

Volume 1 - Maternity Leave:

Arguably, the most important year in a child's life is their very first. It is a time when they establish a lasting connection with their loved ones. Maternity leave provides parents the gift

of time to build, grow and strengthen the relationship with their newly born child, creating unforgettable memories. The following is a guide to maximizing the time spent with your child and how to best utilize benefits UNA has acquired for its members through extensive bargaining. It is our hope this streamlined information will help you accomplish a successful maternity leave, providing you and your child the greatest gift, time. This information is a recommendation of the best course of action for UNA members to maximize the return they receive from their maternity Leave of Absence (LOA) benefits, Employment Insurance (EI) and Supplementary Unemployment Benefit (SUB) plan.

The process of utilizing your benefits to get the most out of your maternity LOA does not have to be laborious. Information on the three components required to maximize your return during your maternity LOA are presented in sections: Maternity LOA, EI and SUB. Each section is color coded to correspond with colored squares on the flow map that can help guide you through the process. Remember to keep personal copies of all documentation sent to your manager and the Human Resources (HR) Benefits Department. Try scanning and sending stuff through your email so you have a running record of communications. This includes completed benefits, beneficiary or LOA forms, sick notes, and written requests.

What happens when a UNA member is weeks away from delivery but does not feel well enough to work?

In many of these instances, employers have advised UNA members to change their maternity LOA start date to the date they are no longer able to work due to pregnancy related health concerns. It is imperative to understand that UNA members are entitled to sick leave prior to delivery and should not change their maternity leave start date, but rather take sick leave. It is strongly encouraged and supported to begin your maternity LOA on the actual delivery date so you may benefit from having a full 12 months with your newborn child.

To begin sick leave prior to the Maternity LOA/Delivery date, have a physician write you a sick note clearly explaining you are no longer able to work due to pregnancy related health concerns. Give the note to your manager at which point you should be placed on sick leave, being paid out of your sick bank until your delivery date and commencement of your Maternity LOA.

Employers are also likely to attempt to have you work modified duties until your date of delivery and may question you about your abilities. Details regarding your health status and abilities should be between HR Ability Advisors, you and your physician; it is recommended not to engage in such conversations with your manager.

Any UNA member who is not granted sick leave, feeling pressured to work modified duties when they feel unable or change their LOA start date, should contact their Local UNA office immediately.

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Maternity Benefits & Leave

By Sheldon Vogt

Local 115 Communications, United Nurses of Alberta

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Maternity Leave of Absence (LOA)

- Maternity Leave is a 12 month unpaid LOA beginning as early as 12 weeks before the **expected** date of delivery but commencing no later than the **actual** date of delivery.
- Unpaid LOA's must be authorized by the employer, be of a specified duration and have a specified return to work date.
- To qualify, you must be past the probationary period and provide the employer at least 2 weeks advance notice where possible.
- Provide your manager with a written request for a Maternity LOA with estimated date of delivery. They will complete the LOA request form and forward it to Human Resources (HR) Benefits Service Department.
- Upon receipt of the Maternity LOA form, the HR Benefits Service Department will mail you a Maternity Leave Package containing the following:
 - Covering memo
 - Information guide & frequently asked questions
 - Check lists
 - Benefits cost/coverage during LOA form
 - SUB plan application
 - Benefits changes request form
- Healthcare benefits (e.g. dental, disability, health etc.) are compulsory during the valid post delivery health period (~ 6-8 weeks). Cost is split and pre-payment through payroll deduction can be arranged if enough notice is given. If payment is not received prior to going on leave and/or arrangements for prepayment have not been made, benefits will be waived following the compulsory portion of the LOA with the outstanding balance recovered from your first paycheck upon returning to work.
- Upon completion of the valid post delivery health period (~ 6-8 weeks), benefits become optional with any cost incurred by the UNA member. Any terminated benefit coverage will be reinstated your first month after you return to work.
- HR Benefits Department Information:
 - Phone: 1- 877-511-4455
 - Email: hrcontactcentre@albertahealthservices.ca

Employment Insurance (EI) Maternity/Parental Benefits

- For mothers unable to work due to pregnancy or having recently given birth. To receive benefits, proof of pregnancy is required by signing a statement declaring the expected/actual delivery date
- Must have 600 hours of insurable employment in the last year (52 weeks) to qualify.
- *How to know if I'm collecting insurable employment?* Check your pay stubs and look for EI premium deductions from your gross income. In 2016, for every \$100 earned the employer will deduct \$1.88 to a maximum of \$955.04 for the entire year.
- *How much can I expect to receive in EI benefits?* The basic rate of EI benefits is 55% your average weekly income. As of January 1, 2016, the maximum yearly insurable income is \$50,800, meaning the most a person is eligible to receive is \$537 weekly.
- *What information is required for application?* SIN #, mother's maiden name, mailing address, direct deposit banking information and employment information from all employers over the previous 52 week period.
- Online applications take ~ 60 minutes to complete and should be done as soon as possible after your last shift worked as applicants risk losing benefits if applying later than 4 weeks after delivery date.
- A Record of Employment (ROE) is required to complete the EI application. AHS automatically processes and sends the ROE to Service Canada once all worked and/or sick hours are paid. Casual employees **MUST** request their ROE from the Human Resources Benefits Department.
- EI pay begins 28 days following application completion & receipt of the ROE and approval via mailed check or direct deposit (recommended). The EI week begins on Sunday.
- Calgary EI Offices:
 - 6712 Fisher Street SE
 - 15 Royal Vista Place NW
 - Suite 1502, Marlborough Mall
- More information:
 - Online: www.servicecanada.gc.ca
 - Phone: 1-800-206-7218

Supplementary Unemployment Benefit (SUB)

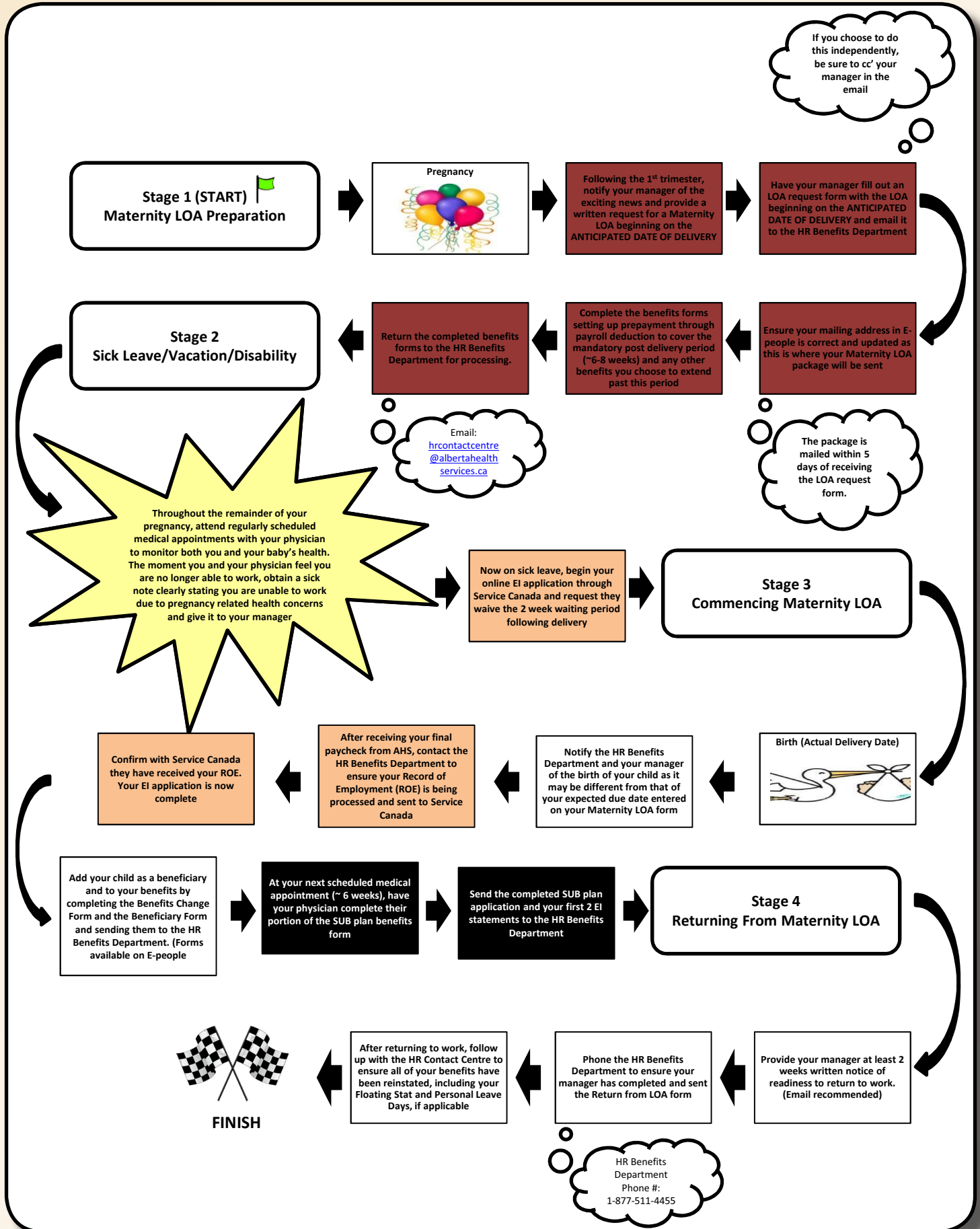
- The SUB plan is a wage "top up" offered during the valid health related period post delivery.
- Typically, the valid health related period post delivery is 6 weeks for a vaginal birth and 8 weeks for a C-Section. The SUB plan and valid health related period can be extended up to 17 weeks with medical evidence. In cases where the valid health related period extends longer than 17 weeks, employees revert back to receiving sick leave or short term/long term disability if no sick hours remain.
- An employee must be in receipt of EI maternity benefits and hold a regular full time, regular part-time or temporary position with eligible sick leave and/or disability benefits. Casual employees do not qualify.
- If you do not qualify for the EI maternity benefits, the SUB top up plan will pay the equivalent of the EI maternity benefits and SUB top up for the valid post delivery health related period (~ 6-8 weeks).
- *How much can I expect to receive in SUB top up?* To claim the SUB top up of 95%, you **MUST HAVE BANKED SICK TIME**. An employee to receive 6 weeks of 95% SUB plan top up, must have 6 weeks of banked sick time (232.5 hours) on the date of delivery. An employee to receive 8 weeks of 95% SUB plan top up, must have 8 weeks of banked sick time (310 hours) on the date of delivery.
- Once sick leave is exhausted, the SUB plan tops up to 66.67% of your regular weekly earnings.
- Initiate SUB plan application ASAP following delivery. Have your physician complete their section of the application ~ 6 weeks post delivery and submit the application to Human Resources with your first 2 EI statements.
- SUB plan claims are processed after the valid health related period post delivery (~ 6-8 weeks) and are paid in one lump sum by direct deposit through AHS payroll.
- Completed SUB plan applications **MUST** be submitted within 6 months of the delivery date or will not be processed.
- Sick bank hours are required for, but not used, while receiving SUB plan top up during the valid post delivery health period (6-8 weeks).

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Maternity Benefits & Leave

By Sheldon Vogt
Local 115 Communications, United Nurses of Alberta

Continued from Page 8



UPCOMING

Mark Your Calendars

EVENTS



Want to get more involved with your Union? Wait no more! 2016 is bringing with it a number of exciting upcoming events for UNA Local 115 members.

2 South Central District Meetings on June 30 and October 6. The local will fund one observer per meeting. All are held at the Glenmore Inn Convention Centre. Interested persons must e-mail the local (local115exec@una.ab.ca) no later than the week prior to the meeting. Executives will select the member from those who have indicated interest.

6 Local Meetings (held every second Wednesday of the month - see [calendar](#) for details). All meetings are held at the FMC auditorium from 1600-1800. All members are welcome.

AFL/CLC Winter School is held in early 2017 at Jasper Fairmont Hotel. There will be a draw for members to attend the Winter School that opens June 8th and winners are announced September 7th. Stay tuned for more details.

Parkland Institute Conference opens September 14th. Location and date to be announced.

Provincial UNA Annual General Meeting (October 25th-27th) and UNA Demand Setting Meeting (November 22nd-24th) will both held in Edmonton. Nomination forms are available in this newsletter. For more details on these events send an e-mail to local115exec@una.ab.ca.

Local 115 Annual General Meeting will be held December 14, 2016 in Calgary. The location and time will be announced.

Know Your Rights Workshop offers new members (members who have never been active and now may be considering becoming active in their Local) a chance to learn about their union and their rights in the workplace. During the day, participants will explore UNA's relevance to their own lives and understand the goals, philosophy, and functioning of UNA and unions in general. It provides participants with the tools to protect their rights and opportunities to engage more effectively with UNA. Upcoming Calgary Dates: April 26, 2016, May 26, 2016 and June 2, 2016. See <http://una.ab.ca> for more information and register through DMS or contact us at local115exec@una.ab.ca

Form Online
bit.ly/unaagm2016

Nominations Open for Provincial Annual General Meeting (AGM) Delegates

United Nurses of Alberta

Local 115 Delegate Nomination Form Annual General Meeting

I wish to let my name stand as a voting delegate for the United Nurses of Alberta General Annual Meeting on October 25, 26 & 27, 2016

Name (Please Print Clearly)

Personal Email Address (Please Print Clearly)

Home Telephone Number &/or Cell Number

Site/Unit

UNA ID number

Abutting Shift(s): Abutting Shifts must be pre approved by UNA Provincial Treasurer. Please indicate date (s) & shift time (Oct. 24, 2016 evening shift &/or Oct 27, 2016 night shift)

October 24/2016

October 27/2016

Signature of Nominee

Additional Info:

Travel plans (Car/Bus) _____ Preference for Bus (Early/Late) _____

Bus Pick up Preference (South/North) _____ Allergies _____

AGM materials: (Electronic or paper) _____

Emergency Contact Information:

Name _____ Number _____

Members will be elected at the Local 115 meeting on May 11/2016. Nomination form deadline to Local 115: May 4/2016 @ 1630 hrs. Local fax # (403) 263 2908 .



Nominations Open for Provincial Demand Setting Delegates

United Nurses of Alberta

Local 115 Delegate Nomination Form Demand Setting Meeting

I wish to let my name stand as a voting delegate for the United Nurses of Alberta General Annual Meeting on November 22, 23 & 24, 2016

Name (Please Print Clearly)

Personal Email Address (Please Print Clearly)

Home Telephone Number &/or Cell Number

Site/Unit

UNA ID number

Abutting Shift(s): Abutting Shifts must be pre approved by UNA Provincial Treasurer. Please indicate date (s) & shift time (Nov 21, 2016 evening shift &/or Nov 24, 2016 night shift)

November 21/2016

November 24/2016

Signature of Nominee

Additional Info:

Travel plans (Car/Bus) _____ Preference for Bus (Early/Late) _____

Bus Pick up Preference (South/North) _____ Allergies _____

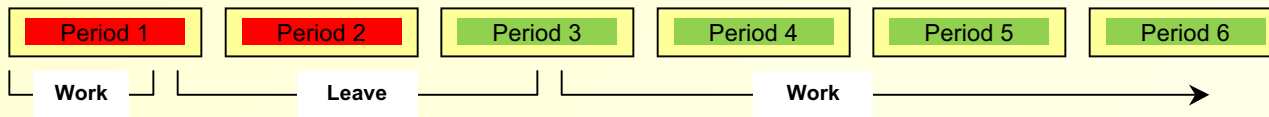
DMS materials: (Electronic or paper) _____

Emergency Contact Information:

Name _____ Number _____

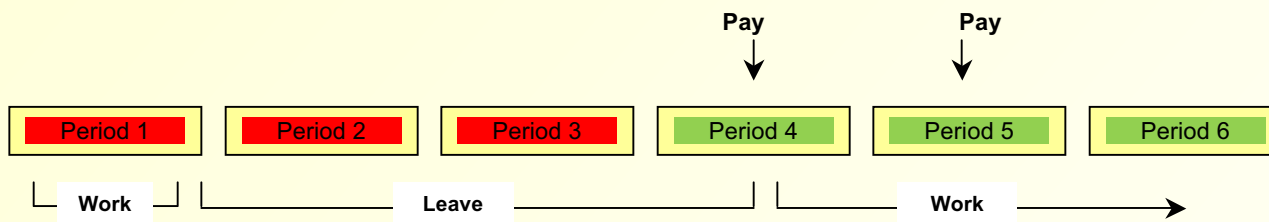
Members will be elected at the Local 115 meeting on June 8/2016. Nomination form deadline to Local 115: June 1/2016 @ 1630 hrs. Local fax # (403) 263 2908 .

UNA Joint Communication
Multi-Employer/UNA Collective Agreement re: LOU #11 Lump Sum Payment



Example 4:

- **Work:** Part of Period 1.
- **UNPAID Leave:** Rest of Period 1, all of Periods 2 and 3, return to regular work in Period 4.
- **Paid:** Lump sums for Periods 1 and 3 paid upon return to work in Period 4. Period 2 lump sum not paid because only one complete period can be deferred, and that is the most recent period (Period 3). Lump sum for Period 4 paid according to schedule.



UNA Joint Communication
 Multi-Employer/UNA Collective Agreement re: LOU #11 Lump Sum Payment

	Lump Sum Payment
Additional hours worked and paid at the basic rate of pay For Part Time Employees only	Included
Regularly scheduled hours worked and paid at the basic rate of pay	Included
Overtime hours	Excluded
Call back	Excluded
Hours worked on a Named Holiday	Included (at 1x)
Paid sick leave	Included
Health related portion of maternity leave (paid sick leave)	Included
Paid leaves of absence of less than one month (e.g. bereavement leave, special leave)	Included
Paid leaves of absence of greater than one month	Included
WCB absences - with top-up	Included
Paid Union leave of absence	Included
Paid vacation	Included
Unpaid leaves of absence of less than one month	Subject to deferral
Unpaid leaves of absence of greater than one month	Subject to deferral
WCB absences - without top-up (unpaid sick leave)	Subject to deferral
Education leave (up to 24 months)	Subject to deferral
Unpaid Union leaves of absence	Subject to deferral
Short term disability	Subject to deferral
Long term disability	Subject to deferral

Green- WORK hours

Yellow- PAID LEAVE

Red- UNPAID LEAVE

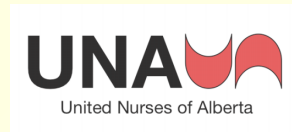
If you have any questions, please contact your AHS HR Advisor or UNA Labour Relations Officer.

For the Union:

David Harrigan
 Director of Labour Relations
 United Nurses of Alberta
 800-252-9394

For the Employers:

Kim LeBlanc
 Lead Negotiator
 Alberta Health Services
 403-943-1410



JOINT COMMUNICATION Multi-Employer/UNA Collective Agreement

LOU #11 Re: Lump Sum Payment (LSP)

November 2015

The current Multi-Employer/UNA Collective Agreement (2013-2017) includes a provision that provides a semi-annual payment to Full and Part-time Employees.

Payment of the lump sum for each qualifying period will occur on the following schedule;

Hours worked between April 1, 2015 and September 30, 2015- paid on October 28, 2015

Hours worked between October 1, 2015 and March 31, 2016- paid on April 27, 2016

Hours worked between April 1, 2016 and September 30, 2016- paid on October 26, 2016

Hours worked between October 1, 2016 and March 31, 2017- paid on April 26, 2017

If you are on leave during scheduled payment dates, you will receive any deferred payments when you return to work, in lieu of the regular payment schedule.

1. Full Time Employees

Full Time Employees at work receive full LSP according to schedule.

2. Part Time Employees

Part Time Employees' Lump Sum calculations are based on FTE and additional hours worked within each qualifying period.

Part Time Employees who do not work for the entirety of the qualifying period are paid based on FTE only, subject to the provisions of deferral below.

3. Deferral of Lump Sum Payment (LSP)

A deferral process has been established in the event that an Employee is on unpaid leave for the pay period in which the LSP is paid to Employees:

- ▶ If the Employee is on an unpaid absence for more than a single, six-month, qualifying period the deferral is limited to a single LSP. When the Employee is

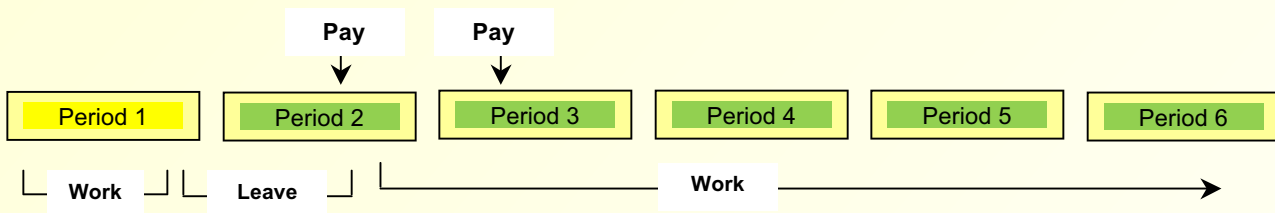
absent for more than one six-month period, it is always the latest LSP for which payment is deferred until their return to work.

- ▶ If the Employee does not return to work following such an absence, they will be paid out for the LSP periods where they had paid hours (i.e. the LSP period prior to the commencement of the leave) plus the pro-rated LSP for the six-month period in which their termination becomes effective.

4. Deferral Examples (EACH “PERIOD” IS 6 MONTHS)

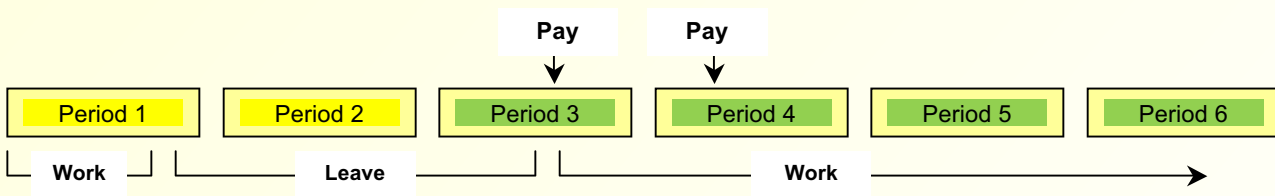
Example 1:

- **Work:** Part of Period 1.
- **Leave:** For the rest of Period 1 and part of Period 2, and then return to regular work in Period 2 and continue to work.
- **Paid:** The lump sum for Period 1 would be paid upon return to work in Period 2. Lump sum for Period 2 would be paid according to schedule.



Example 2:

- **Work:** Part of Period 1.
- **PAID Leave:** For the rest of Period 1, all of Period 2 and return to regular work in Period 3.
- **Paid:** Lump sums for Periods 1 and 2 would be paid upon return to work in Period 3. Lump sum for Period 3 would be paid according to schedule.



Example 3:

- **Work:** Part of Period 1.
- **UNPAID Leave:** For the rest of Period 1, all of Period 2 and return to regular work in Period 3.
- **Paid:** Lump sums for Periods 1 and 2 would be paid upon return to work in Period 3. Lump sum for Period 3 would be paid according to schedule.



July 2012

SPOTLIGHT
ON YOUR UNA CONTRACT**Article 19: Sick Leave**
UNA Provincial Collective Agreement

Protect your rights after an extended absence

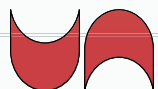
United Nurses of Alberta must be consulted in all cases of return to work and duty to accommodate

Employees returning to work after an extended absence have the right to union representation. For Employees who have medical restrictions on the work they can do and are being accommodated in a position that matches their abilities, UNA must be involved to ensure fair and safe treatment.

UNA collective agreements require union consultation in returning to work after a Long-Term Disability or Workers' Compensation absence.

If you are coming back after an extended absence, contact your UNA Local Executive or Labour Relations Officer to ensure union representation in the process.

19.07 (a) (iii) In reinstating an Employee under (ii), the Employer will consult with the Employee and the Union over possible suitable placements and reinstate the Employee to a site suitable to the Employee if possible. If that is not possible, the Employee will be reinstated to their home site if possible. If the foregoing options are not possible, the Employee will be reinstated to the closest possible site to that Employee's home site.





LOCAL 115

UNA

Please
Post



United Nurses of Alberta



LOCAL 115

UNA

Notice of Monthly Meetings:

2016: Apr 13 / May 11 / Jun 08

16:00 - 18:00

FMC Auditorium

403-670-9960

local115exec@una.ab.ca

www.local115.wordpress.com



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