



## **POLICY GUIDE**

# **FÉDÉRATION DE LA SANTÉ ET DES SERVICES SOCIAUX-CSN**

**For members on leave  
for union duties**

**Updated on May 27, 2024  
(with June 1<sup>st</sup>, 2024 schedule)**



This guide is intended for FSSS members on leave for union duties. It defines and clarifies the eligibility criteria for expense and pay claims.

## ACTIVITY REPORTS

Expenses must be claimed using the FSSS activity report form which is available in electronic format from the FSSS website (<http://www.fsss.qc.ca/documents/#administration>) for downloading and printing. The signed and approved activity reports must be sent with supporting documents to [FSSS.Militants@csn.qc.ca](mailto:FSSS.Militants@csn.qc.ca).

Any amended activity reports must be sent to us **within 90 days** after the end of the activity. The changes may pertain only to non-taxable expenses. **No retroactive corrections can be made to taxable expenses**. Please forward receipts and vouchers as you receive them and provide sufficient detail in your activity report so that we can determine whether the expense is taxable.

### Deadlines

Expense claims must be sent to the FSSS Accounting Department **within 60 days** after the end of the activity.

Pay claims must be sent to the FSSS Accounting Department with all the appropriate documentation **within 90 days** after the end of the activity.

Reimbursement will not be provided for any claims submitted after these deadlines.

**Important:** All activity reports must be authorized in advance by the advisor assigned to the file or the Federation officer with political responsibility.

### POINTS TO REMEMBER WHEN FILLING OUT THE ACTIVITY REPORT:

- Complete just one activity report per week (do not enter days from different weeks on the same activity report). Clearly indicate the dates on the activity report;
- Clearly identify the activities and provide details. For example, describe the nature of the activity (bargaining meeting, ad hoc committee meeting, other committee meeting, etc.);
- Indicate the name of the committee you're on, if applicable;
- Indicate your contact information, including place of residence and place of work (city and postal code);
- Indicate the beginning and ending time of each activity or each day of union leave;
- For activities requiring travel away from the home base, indicate the time you left and the location of the meeting;
- Attach supporting documents;
- **Sign at the bottom of the report.** Sending the report by email serves as a signature.

## EXPENSE SCHEDULE

The expense schedule has been set in accordance with the union employees' collective agreement. The amounts are indexed every June 1st. The activity report forms on the FSSS website are updated on that date.

The Federation will reimburse expenses that are **justified, authorized and incurred by members on union leave** in the performance of their duties, in accordance with this guide (pursuant to the CSN employees' collective agreement).

The following expense schedule is currently in effect (as of June 1<sup>st</sup>, 2024):

Breakfast:	\$16.40
Lunch:	\$25.55
Dinner:	\$31.55
Overnight stay:	\$213.55
TOTAL:	\$287.05 per day

Parking:	receipt required (see details)
Taxi:	receipt required (see details)
Intercity bus:	receipt required
Air, train travel:	boarding pass and invoice required
Mileage:	\$0.632/km
Childcare:	(see details on page 8)

**All calculations of travel time for determining eligibility for travel allowances are based on a ratio of 100 km = 1.5 hours.**

### 1. BREAKFAST CLAIMS

Breakfast expenses are reimbursed according to the schedule in the following situations:

- If the meeting starts before 8:00 a.m.;
- If the member is entitled to stay overnight away from home the night before;
- If the member must leave home before 7:00 a.m. to get to a meeting;
- For a working breakfast.

## 2. LUNCH CLAIMS

Lunch expenses are reimbursed according to the schedule in the following situations:

- If the meeting or activity starts in the morning and continues into the afternoon;
- If the meeting or activity ends after 12:00 p.m.;
- If travel to return to the home base after the meeting takes too long to be back by 12:00 p.m.;
- For a working lunch;
- If the member works at their home base on the weekend, morning and afternoon.

## 3. DINNER CLAIMS

Dinner expenses are reimbursed according to the schedule in the following situations:

- If the meeting or activity ends after 6:00 p.m.;
- If travel to return to the home base after the meeting takes too long to be back by 6:00 p.m.;
- If the meeting takes place in the evening;
- If the member is entitled to stay overnight that night;
- If the member works at the office after 7:00 p.m.

**Note:** Breakfast, lunch and dinner expenses are not reimbursed if the member is teleworking or working from home.

## 4. ACCOMMODATION EXPENSE CLAIMS

Overnight stays either the night before or the night following an activity will be reimbursed according to the schedule in the following situations:

- If the criteria in Table A of the Appendix are met at the end of the activity;
- If the criteria in Table B of the Appendix are met the night before the activity;
- If the activity takes place more than 100 km from the home base and continues the following day;
- If the employee must stay overnight at the activity location due to force majeure (storm, accident, major road obstruction, etc.), when they would not otherwise be entitled to stay overnight. **In such situations, authorization of the Secretary General is required and the accommodation invoice must be provided.**

For example, to be entitled to stay overnight the night before an activity starting at 1:00 p.m. the next day, the member must travel at least **525 km**.

In another example, an overnight stay before an activity will not be reimbursed if the meeting is less than **125 km** from the office. However, if the meeting is more than **100 km** from the office and continues the next day, the stay will be reimbursed for the following day and subsequent days, as applicable.

## 5. MILEAGE CLAIMS

Members on union leave who use their own vehicle are entitled to have their mileage reimbursed according to the schedule for the distance actually travelled.

The point of departure is considered the home base address on weekdays and the member's home address on the weekend.

- Indicate the number of kilometres for the outbound trip and the return trip separately in the Travel column for ease of reading;
- The FSSS **does not reimburse** the cost of vehicle rentals;
- The FSSS **does not reimburse** toll charges;
- To determine the number of kilometres from one city to another, use Google Maps (<https://www.google.ca/maps/preview?hl=en>);
- For proceedings, including team meetings, and when members stay overnight away from their home town, the FSSS does not pay for mileage within a city;
- **Anyone who carools must indicate this on their activity report. Only the owner of the vehicle will be reimbursed.**

### TRAVEL FROM THE UNION OF ORIGIN TO THE PLACE OF ASSIGNMENT

The Federation reimburses the difference between the place of assignment and the union of origin for members on union leave only if the place of assignment is further from the member's home than is their union of origin.

Example 1 Place of residence: Brossard

Union of origin: Hôpital du Sacré-Cœur de Montréal

Place of assignment: 1601 De Lorimier Avenue, Montréal

➡ The Federation does not reimburse daily mileage.

Example 2 Place of residence: Laval

Union of origin: Hôpital du Sacré-Cœur de Montréal

Place of assignment: 1601 De Lorimier Avenue, Montréal

➡ The Federation reimburses the difference in mileage between Hôpital Sacré-Cœur and 1601 De Lorimier Avenue every day.

## 6. HOUSING ALLOWANCE

Members who must stay somewhere other than their home town for more than three weeks after being elected or appointed are given the per diem allowance for three weeks. Starting the fourth week, they are entitled to a housing allowance of \$231.60 per week to cover room and board **instead of** the amounts indicated above.

Once the housing allowance is in effect, the person's new location is considered their location for the purposes of applying the expense policy. They must therefore complete the activity report based on the new location.

Anyone receiving the housing allowance may also claim the mileage actually travelled between their place of origin and their new place of assignment once at the start and once every weekend (one return trip per week).

To determine eligibility for the allowance, the distance between the new place of assignment and either the union of origin or their residence, whichever is closer, is used. If the distance is greater than 90 km, the member is automatically subject to the housing allowance provisions for the duration of their assignment. In the event of application difficulties, the FSSS Treasurer must be consulted and must authorize the expense, if applicable.

## 7. PARKING

- Parking expenses will be reimbursed by the FSSS upon provision of receipts;
- Valet parking is not reimbursed by the FSSS unless a medical condition warrants it;
- For proceedings, the Federation will ensure that it reserves enough rooms at hotels near the meeting place to facilitate travel. If members choose to stay elsewhere, they must cover any extra mileage and parking costs. The Federation will reimburse only a single daily parking amount;
- When members arrive the day of the proceedings and go directly to the meeting place, the Federation will reimburse parking fees on arrival and on the last day of the meeting to facilitate luggage transport.

## 8. PUBLIC TRANSIT

Members should select the means of transportation that maximizes work time and minimizes transportation time.

- Intercity bus: receipt required;
- Train (economy class only): receipt required;
- Taxi (only in exceptional cases, when public transit is not possible): receipt required;
- Air (economy class only): **invoice and boarding passes required**. Supporting documents must be attached to the activity report;
- Metro and local bus: no receipts required.

## 9. CHILDCARE POLICY

Members are entitled to reimbursement for childcare expenses incurred when on union assignment **outside normal work hours**. The General Secretary and Treasurer reserves the right to conduct audits.

	1 child	2 children	3 children	Additional child
<b>Morning</b>	\$16.70	\$25	\$33.05	+ \$8.65
<b>Afternoon</b>	\$16.70	\$25	\$33.05	+ \$8.65
<b>Evening (after 6:00 p.m.)</b>	\$25.25	\$33.05	\$40.80	+ \$8.65
<b>Night (if working after midnight)</b>	\$33.35	\$49.10	\$68.55	+ \$8.65

The reimbursement of childcare costs is based on the following criteria:

During supper, childcare expenses or daycare late fees will be reimbursed at the rate of \$16.70 for one child and \$8.65 for each additional child. A staff member may also claim \$16.70 per day for childcare expenses for a child up to twelve years of age and an additional \$8.65 for each additional child, if the staff member must leave home before the daycare service or school opens to attend an activity where their presence is required.

## VIRTUAL MEETINGS

Virtual platforms are accessible using the work equipment provided, in some cases, to members. This is the preferred means of communication for short meetings (less than 3 hours).

## PAY CLAIMS

When members submit a pay claim to the FSSS, they must attach a copy of the request for union leave to the employer and a recent pay stub to the activity report **each time** they submit a claim.

Judicious use must be made of time devoted to travel when on union leave. **Unless the distance is too great or the activity start time too early, leave should not include travel time.** In some cases, travel may require a half-day of leave rather than a full day.

- 300 to 599 km of travel: a half-day of leave may be reimbursed;
- 600 km or more of travel: one day of leave may be reimbursed.



## **Sick leave and other forms of leave allowed under the collective agreement**

Individuals on sick leave, CNESST, SAAQ or any other form of leave allowed under the collective agreement, **with the exception of leave without pay**, are considered to be absent with cause. They may participate in Federation proceedings. However no travel costs will be authorized, with the exception of the weekly allowance for those entitled to it (e.g.: inability to perform the work you would be doing at your institution).

## **Pay claims for public sector members**

In general, requests for union leave must be submitted pursuant to clause 7.03 of the *National Provisions on Working Conditions*, in which case the Federation will reimburse the local union for costs incurred:

The employer continues, however, to pay the employees concerned remuneration equal to what they would receive if they were at work, providing that the union reimburses the pay, additional remuneration provided in Article 5 of Appendix D or Article 2 of Appendix O, applicable premiums, benefits and the employer's share of employee benefit plans. The reimbursement must be made within thirty (30) days of the employer's claim.

However, for the FSSS Convention and Federal Council meetings, requests for union leave must be submitted pursuant to clause 7.02 of the *National Provisions on Working Conditions* if the maximum number of allotted days is not reached.

## **Pay claims for private sector members**

On presentation of documentation of union leave or replacement, the Federation will reimburse salary, compensation, applicable premiums, benefits and the employer's share of benefit plans.

- For members on union leave who are home educational childcare providers (RSGE), reimbursement in the amount of \$215 per day as of April 1, 2022 will be provided, on proof of replacement.
- For members on union leave who are intermediate and family-type resources (RI-RTF), reimbursement in the amount of \$215 per day as of January 1, 2022 will be provided, on proof of replacement.

In the event of closure of an educational childcare service, on proof of closure from the coordinating office, members on union leave with **6 spots** will receive **\$275 per day**.

In the event of closure of an educational childcare service, on proof of closure from the coordinating office, members on union leave with **5 spots** will receive **\$230 per day**.

A handwritten signature in blue ink that reads "Nadine Lambert". The signature is written in a cursive, flowing style.

NADINE LAMBERT  
General Secretary and Treasurer

## Appendix – Accommodation Expenses (Table A)

### Appendix F Criteria for paying accommodation expenses

Table A – After the activity

KM	13h	13h15	13h30	13h45	14h	14h15	14h30	14h45	15h	15h15	15h30	15h45	16h	16h15h	16h30	16h45	17h	17h15	17h30	17h45	18h		
125																						Non	
150																						Non	Oui
175																						Non	Oui
200																						Non	Oui
225																						Non	Oui
250																						Non	Oui
275																						Non	Oui
300																						Non	Oui
325																						Non	Oui
350																						Non	Oui
375																						Non	Oui
400																						Non	Oui
425																						Non	Oui
450																						Non	Oui
475																						Non	Oui
500																						Non	Oui
525																						Non	Oui
550																						Non	Oui
575																						Non	Oui
600																						Non	Oui
625																						Non	Oui
650																						Non	Oui

Appendix – Accommodation Expenses (Table B)

Table B – The night before the activity

KM	14h	13h45	13h30	13h15	13h	12h45	12h30	12h15	12h	11h45	11h30	11h15	11h	10h45	10h30	10h15	10h	9h45	9h30	9h15	9h	
125																			Non	Oui		
150																			Non	Oui		
175																			Non	Oui		
200																			Non	Oui		
225																			Non	Oui		
250																			Non	Oui		
275																			Non	Oui		
300																			Non	Oui		
325																			Non	Oui		
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375																			Non	Oui		
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