



## **POLICY APPLICATION GUIDE**

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

**For members on leave  
for union duties**

**Updated February 14, 2022**



This guide is intended for FSSS members who are taking 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 (F-975), which is available in electronic format and can be printed from the FSSS website (<http://www.fsss.qc.ca/documents/#administration>). Signed and approved activity reports must be sent with the required documentation to [FSSS.Militants@csn.qc.ca](mailto:FSSS.Militants@csn.qc.ca).

Amended activity reports must be sent to us no more than 90 days after the end of the activity. Changes pertain only to non-taxable expenses. **No retroactive corrections can be made to taxable expenses** (make sure you provide the receipts and documentation when you receive them and provide sufficient detail in your activity report to clearly determine whether the expense is taxable).

### Deadlines

Expense claims must be sent to the FSSS Accounting Department no more than **60 days** after the end of the activity.

Pay claims must be sent to the FSSS Accounting Department with all appropriate documentation no more than **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 first be authorized by the advisor on file or the Federation's political officer.

## **THINGS TO REMEMBER WHEN FILLING OUT AN 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 time each activity or each day of union leave began and ended;
- For activities requiring travel away from the home base, indicate the time you left and the location of the meeting;
- Attach the required documentation;
- **Sign at the bottom of the report.**

## EXPENSE SCHEDULE

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

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

The following expense schedule is in effect (as of June 1, 2021):

Breakfast:	\$14.75
Lunch:	\$23.00
Dinner:	\$28.40
Overnight stay:	<u>\$158.00</u>
TOTAL:	\$222.15 per day

Parking:	receipt required (see details)
Taxi:	receipt required (see details)
Regional bus:	receipt required
Air, train travel:	boarding pass and invoice required
Kilometres:	\$0.541/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 hour.**

### 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 (travel time while caught in traffic is not taken into consideration);
- 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 the home base on a 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 get-together is taking 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, 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 is continuing the next day, the stay will be reimbursed for the following day and subsequent days, as applicable.

## 5. TRAVEL CLAIMS

Members on union leave who use their own vehicle are entitled to have their kilometres reimbursed according to the schedule for the amount of travel actually incurred.

During the week, the point of departure is considered the home base address, whereas for work travel during the weekend the point of departure is the member's home address.

- Indicate the number of kilometres for the outbound trip and the return trip separately in the Travel column for ease of reading;
- FSSS **does not reimburse** the cost of vehicle rentals;
- FSSS **does not reimburse** toll charges;
- To determine the number of kilometres from one city to another, the official Ministry of Transport table is used (<https://www.google.ca/maps/preview?hl=en>);
- During proceedings, including team meetings, and when members stay overnight away from their home town, FSSS does not pay for travel within a city;
- **Anyone who carpools must indicate this on their activity report. Only the person who owns 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 it involves additional travel.

Example 1 Place of residence: Brossard

Union of origin: Hôpital du Sacré-Cœur de Montréal

Place of assignment: 1601 Avenue de Lorimier, Montréal

➡ The Federation does not reimburse daily kilometres.

Example 2 Place of residence: Laval

Union of origin: Hôpital du Sacré-Cœur de Montréal

Place of assignment: 1601 Avenue de Lorimier, Montréal

➡ The Federation reimburses the difference in daily kilometres from the Hôpital Sacré-Cœur to 1601 Avenue de Lorimier.

## 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 \$208.75 per week to cover room and board **instead of** the amounts identified in the schedule.

Once the housing allowance is in effect, the person should consider the new location their location for the purposes of applying the expense policy. They must therefore complete the activity report for the new location.

Anyone receiving the housing allowance may also claim kilometres 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 term in office.

## 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 costs of both travel and parking. 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 transfers.

## 8. PUBLIC TRANSIT

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

- Regional bus: receipt required;
- Train (economy only): receipt required;
- Taxi (only in exceptional cases when public transit is not possible): receipt required;
- Air (economy only): **invoice and boarding passes required**. Documentation 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 leave **outside normal work hours**. The General Secretary and Treasurer reserves the right to conduct audits.

	<b>1 child</b>	<b>2 children</b>	<b>3 children</b>	<b>Additional children</b>
<b>Morning</b>	\$15.00	\$22.50	\$29.75	+\$7.75
<b>Afternoon</b>	\$15.00	\$22.50	\$29.75	+\$7.75
<b>Evening (after 6:00 p.m.)</b>	\$22.75	\$29.75	\$36.75	+\$7.75
<b>Night</b>	\$22.70	\$44.25	\$61.75	+\$7.75
<b>Transition period</b>	\$15.00	+\$7.75	+\$7.75	+\$7.75

Conditions for reimbursement of childcare expenses:

- Applies to members with children age 16 and under, unless otherwise specified;
- Only one of the two parents or spouses is eligible when both work for the union. Reimbursement may not be used as compensation for the other parent or spouse;
- Covers the transition period when childcare is required for dinner time (5:00 to 6:00 p.m.);
- Covers the transition period for children under 12 when the member must leave their residence before the childcare service or school opens to participate in an activity where their attendance is required.

## 10. VIDEOCONFERENCING

All FSSS regional offices and devices supplied to members in some cases are equipped with videoconferencing capability. This is the preferred means of communication for meetings.



## **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 union leave for transportation purposes. **Unless the distance is too great or the activity start time too early, leave should not include transportation time.** In some cases, **transportation may require a half-day of leave rather than a full day.**

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

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

Individuals on sick leave, CSST, SAAQ or any other form of leave allowed under the collective agreement, **with the exception of leave without pay**, are considered to be on a justified absence. They may participate in Federation proceedings, however no travel costs will be authorized, with the exception of the weekly allowance for those who are entitled (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*. 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 childcare providers (RSG), reimbursement in the amount of \$215 per day as of April 1, 2022 will be provided with documentation 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 with documentation of replacement.

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

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

General Secretary and Treasurer



NADINE LAMBERT

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)

APPENDIX F  
CRITERIA FOR PAYING ACCOMMODATION EXPENSES

**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																						
250																						
275															Non	Oui						
300																						
325													Non	Oui								
350																						
375																						
400																						
425																						
450																						
475																						
500																						
525																						
550																						
575																						
600																						
625																						