

So You Want to Take a Paid Education Leave (PEL) Course?

Unifor offers one of the most extensive labour education programs in the world. Our union's commitment to education has played an enormous role in creating the strong social union that we are today.

Applying to PEL

The PEL application is a fillable form and can be completed using adobe reader; however, you will need to sign the application.

TOP RIGHT: Enter the name and date of the course you are applying for.

UNIT#: Do not enter a unit number. It is not your district or local number.

PAYROLL INFORMATION:

If you are full-time, answer “yes” to the full-time question and mark an “X” in the payroll section.

If you are part-time, answer “yes” to the part-time question and complete your wage information.

APPLICANT SIGNATURE: Make sure you sign and date the form where indicated by “applicant signature.”

LOCAL UNION VERIFICATION: This must be signed by the President of the local.

SUBMITTING APPLICATIONS:

Return completed applications to your Vice-President or the local by email: nicole@unifor2002.org or by fax: 905-678-0100.

These must be submitted as soon as possible prior to the application deadline in order to guarantee your spot.

Do not send the form to PEL; they will just send it back to us, which will delay the process.

Have questions?

First, check out the Unifor Education pamphlet in your new member kit or go to the Unifor National Education web page: www.unifor.org (Services > Education).

If you still need more details, talk to your District Chair or Vice-President.

Apply for a course

Once you've decided on a course, fill out an application. You can get one from the local 2002 website: www.unifor2002.org (Services > Education), your District Chair or your Vice-President.

See the “Applying to PEL” sidebar for more information.

Okay, I've applied. What now?

Once you submit your application, you will not hear from the local unless the course is cancelled. You will receive your course package in the mail once the registration deadline has passed. The package includes details about the course and the Unifor Education Centre, and who to contact in the PEL department with questions.

I need time off work

You must submit your time off request through your Vice-President as you would for Local union business.

PEL programs cover 40 hours per week **maximum**.

No additional, regular, scheduled or overtime hours will be covered by the program.

- Therefore if you work Mon-Fri and have to fly out on the Saturday or Sunday before and/or the Saturday after, you would not expense Code 2 to the National or the Local.
- If you work part-time hours, you must let your Vice-President know when you submit your application. Part-time hours will be paid as an average of the previous four pay stubs. You must provide copies of your pay stubs in order to be paid.
- Irregular shift work will only be compensated for 40 hours of the regular shift.

So You Want to Take a PEL Course? Cont'd...

PEL expenses clarified

The PEL Program pays all participants the allowable per diem (\$20 for each overnight stay and an additional \$50 if you have to fly to Toronto), and other expenses directly in accordance with the National's PEL Guidelines. You will receive a copy of the guidelines in your package.

No advance payments will be made by the Local.

The Local 2002 expense Bylaws do not apply to PEL.

PEL covers the following expenses (receipts required) to/from your home to the airport: taxi, parking or similar necessary expenses. Use the complimentary hotel shuttle when travelling to/from Toronto Airport.

Childcare over and above regular costs will be covered upon receipt of proper authorization forms, which **must** be pre-approved by the Local.

When you arrive, you will receive a **Participant lost time/expense voucher**, which will outline what you will be paid by PEL. Review this form carefully as the local does not pay for any other expenses. If information is missing, contact the PEL education staff responsible for your course to make any changes.

Getting to the Unifor Education Centre

Flying to Toronto

- Your confirmation package contains the information you need to arrange your flight.
- Flights **must** be booked by the education support staff named in your confirmation letter.

Travelling to Port Elgin

From the Airport:

- The Education Centre will advise you of your transportation details from the Toronto Airport to the Education Centre.

Driving to Port Elgin:

- You will receive a map in your confirmation package.
- Mileage is reimbursed at 48 cents per kilometre from Local headquarters:

5-7015 Tranmere Drive Mississauga, ON L5S 1M2

- Reimbursement from your home if the distance is less than from Local headquarters requires prior approval from the National Education Department.

Only the driver claims mileage.

Need to Cancel?

Notify your Vice-President **AND** the Unifor Education Centre front desk at least 24 hours before the course starts.

1-800-265-3735 (press "0")