



Initiated from:

- Executive
- Committee
- Membership Meeting

Executive Meeting – 2006/31/08 Approved

Membership Meeting – 2007/16/01 FI

BOOK OFF POLICY

Book off is the practice of reimbursing the employer for the appropriate wage and benefit costs applicable to a CUPE Local 4627 member, when the member is seconded from his or her regular duties, by CUPE Local 4627, for the Local's union activities.

Book off must be approved by the Executive in advance of the book off period.

Book off requests will normally be submitted by e-mail to the Secretary-Treasurer and HR department a minimum of 5 working days in advance of the book off period.

Members in good standing are eligible to be approved for book-off.

Executive Approval: August 31, 2006
Sent to GM for information: January 16, 2007