



2019 AUPE CONVENTION TIME-OFF REQUEST FORM

Please print clearly

CONVENTION STATUS

- Delegate
- Delegate - Provincial Executive
- Delegate - Local Chair
- Guest - Local Expense
- Guest - Union Expense
- Observer - Local Expense
- Observer - Union Expense
- Observer - Standing Committee

(Committee Name)

Member Number _____ Local/Chapter _____ Name _____

Business Number _____ Residence Number _____ Cell Number _____

TIME-OFF CONFIRMATION

Please indicate how you would like to receive your time-off confirmation:

- Mail
- Email
- Fax

Please provide contact information (ie. mailing address, email address or fax number)

**Contact your Local Chair if you are unsure
of your Convention status**

TIME-OFF REQUIRED - SPECIFY EXACT TIME REQUIRED IN HOURS

Convention Registration will be open between 3:00 - 7:00 pm on Wednesday, October 16, 2019 at the Edmonton Convention Centre. If you need time off during the day on Wednesday, October 16, 2019 please indicate below and specify the reason you need time off during the day (i.e. Local meeting, PE meeting, or for travel time).

Wednesday, October 16, for:

(hrs) Travel Time (Out of Town only)

(hrs) Provincial Executive Meeting

(hrs) Local Meeting (Local Expense)

Scheduled Hours (During Convention):

(hrs) Thursday, October 17

(hrs) Friday, October 18

(hrs) Saturday, October 19

Please provide reason for other:

Hourly Base Rate of Pay (MUST BE INCLUDED)

Number of Paid Hours Work in a Shift

Evenings/Night Shift/Shift Diff.

This form is to be completed and emailed or faxed to AUPE Headquarters, no later than Sept. 13, 2019.

Fax: **780-930-3312** • Email: **conventiontimeoff@aupe.org**

Electronic version of form also available on the Convention website at
www.aupeconvention.org/getting-ready/convention-time-off-form/



AUPE MISSION STATEMENT: To represent and support AUPE members through solidarity and mobilization.