

COMPASSIONATE TRANSFER Union Policy

It is the Union's goal that every member be provided with the opportunity for a permanent position at the base of their choice. To this end, there have been established waiting lists of members who wish to transfer from one base to another. All members who are waiting on such lists to transfer to another base may suffer some degree of stress and may experience some hardships. The Union does not want to judge which of these members is suffering more than the others. This is the reason the Union asks for relevant **substantiating documentation** which may assist the Union in making its decision regarding applications for compassionate transfers.

Compassionate transfers are intended for members who are facing extreme circumstances that are beyond their control. These include but are not limited to such things as a death or an impending death, serious illness or accident in the immediate family.

- Compassionate transfers are TEMPORARY, therefore members who request such transfers MUST take action as necessary to enable them to return to their assigned base at the conclusion of such transfer. Options could include use of vacation and leave of absences. Options should be discussed with Local Presidents. (some provinces have special EI programs for primary care givers)
- Compassionate transfers can be granted initially for a period of between one to three months.
- Further extension requests with appropriate documentation should be sent by the Local President to the Component for a legal counsel review and will be evaluated as per the Duty to Accommodate criteria.
- If a member who was already granted a compassionate transfer needs to apply for another one, to resolve another matter within the same year, they can do so if there has been a return to their home base in between the two compassionate transfers.
- A member can appeal any negative decision to the Component Executive. Any appeal must be made in writing and received prior to the closing of bids for both the sending and the receiving locals.

PROCESS:

1. The application form must be completed by the member and include the reason for such a request.
2. The member must include all substantiating documentation.
3. To be accepted, both Local Presidents involved in the transfer request must approve the transfer.
4. The form must be signed as follows by:
 - The member making the request
 - The Local President of the assigned Base of the member
 - The Local President of the Base to where the Member wishes to transfer.
 - The Component President, but only after approved by both Local Presidents.