



International  
**LONGSHORE & WAREHOUSE  
UNION**

March 25, 2014

**LOCAL 500 BULLETIN**

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# **IT IS YOUR RESPONSIBILITY!**

**When you're sick or injured** (and some other stuff)

*Information for Union Members and Casuals*

1. You must **always notify** the Union Office of your absence **immediately**.
2. You must **always notify** the Union Office of your return date **before** you go back to work.

**Casuals ("B" BOARD & BELOW as well as "A" Board who are not eligible for Weekly Indemnity )**

**If you are OFF SICK, MATERNITY/ PARENTAL LEAVE OR ON ICBC...**

If you will be off for less than 2 months:

- Get Credited Time form from Union Office.
- Have it filled out when you are ready to return to work.
- **Bring the completed form to the Office.**

If you will be off longer than 2 months:

- Get Physician's Report form from Union Office.
- Bring completed form back to Office.
- Repeat process every 2 months.
- When you are fit to return to work, get Credited Time form from Office.
- **Bring completed form back to Office.**

**This information affects Board Moves. YOU MUST keep the Union Office up to date.**

## **“A” BOARD, RWF CASUALS**

If you are collecting **WEEKLY INDEMNITY...**

- You must inform Union Office that you're off work – call ASAP.
- Call the Office before you return to work to advise you're going back.
- Casuals should bring copy of their claim form to the Office before taking it to Employee Services.
- “A” Board and RWF Casuals need to request that Employee Services send you and the Union a letter stating how much credited time you received while collecting benefits.

## **ALL CASUALS AND UNION MEMBERS**

If you are collecting **WCB BENEFITS...**

- You must inform Union Office that you're off work – call ASAP.
- Keep all your WCB pay stubs.
- Bring your first pay stub to Union Office.
- Casuals who are off more than 2 months should bring in their first and most recent WCB pay stubs every 2 months.
- Casuals and Union Members – once you're fit to return to work bring in your first and last WCB pay stubs to the Office.

**UNION MEMBERS** must inform the Union Office of when you go off **AND** when you return for all medical related absences!!! (Weekly Indemnity, WCB, ICBC, EAP, Maternity Leave, Parental Leave)

## **ALL CASUALS**

If you are unable to plug-in for any reason besides illness, injury or WCB...

- You must advise the Union Office as soon as possible.
- Bring in any documentation that you have to explain why you are unable to plug-in.
- Keep the Office updated, with documentation, every two months.
- **Failure to do so may result in demotion or deregistration.**

**Casuals & Union Members must notify the Union of your 90 day probation for 514 and on the outcome!!!**