

**REGISTRATION FORM  
JOB STEWARD – LEVEL 1  
JANUARY 26 and 27, 2019**

If you are a job steward or executive councillor who has not taken this course, MoveUP will cover the costs according to our Member & Employee Claims Policy. Please complete the travel portion below, if required. If you have any questions about this policy, please contact Secretary-Treasurer Lori Mayhew at [lmayhew@moveuptogether.ca](mailto:lmayhew@moveuptogether.ca) prior to any expenses being incurred.

**MEMBER INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Your Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Work Location: \_\_\_\_\_  
*(Confirmations will be sent to this address by January 14, 2019)*

Union Position: \_\_\_\_\_ Job Steward \_\_\_\_\_ Executive Councillor \_\_\_\_\_ Executive Board

**LEAVE OF ABSENCE:**

I require a leave of absence for my normal scheduled hours of work on:

\_\_\_\_\_ Saturday, January 26, 2019 \_\_\_\_\_ Sunday, January 27, 2019

My regular hours of work are: \_\_\_\_\_

**AIR TRAVEL (For Out of Town JS or EC only)**

Depart From: \_\_\_\_\_ or Ferry Terminal: \_\_\_\_\_  
*(Airport)*

Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_

*Unless otherwise requested, air travel will be booked, where available, for the evening of **January 25**, after your regularly scheduled shift and returning the afternoon of **January 27**. The normal method of travel from the island is the ferry. Requests to fly from the island will be booked for the morning of **January 26** wherever possible. Members requesting to travel earlier or later must use their own time, unless there are no other flights available. Unless taking the ferry would require additional leave, requests to fly may not have additional leave granted (please review the Member & Employee Claims Policy on our website). We will email airline tickets and hotel confirmations once your travel request has been approved and booked. All air travel **MUST** be booked through MoveUP.*

Would you like to request to drive in lieu of flying? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(This is for members who would normally fly, but would like to request to drive instead, as per the Member & Employee Claims Policy. Please note that no additional leave will be granted to accommodate this request)*

I require accommodations for the following nights: \_\_\_\_\_ Friday, January 25, 2019  
\_\_\_\_\_ Saturday, January 26, 2019

**DIETARY RESTRICTIONS**

Lunch will be provided on Saturday, January 26, 2019. Please advise us of any food allergies:

\_\_\_\_\_

**Please email completed registration forms to**  
**[slockhart@moveuptogether.ca](mailto:slockhart@moveuptogether.ca) by 4:30pm on Friday, January 4, 2019**  
**The deadline for cancellation is January 18, 2019**