

Union Leave of Absence

Policy & Procedures

The Union Leave of Absence (hereafter referred to as “Leave”) Program (AFA-CWA C&B Section I.H.) has been developed exclusively for voluntary use by AFA-CWA LEC President, Vice President, and Secretary, and MEC officers. Leaves of absence for other elected or appointed union positions, such as Committee Members, are not addressed through this Program. Use of a Leave is a temporary absence from an elected position. This is not considered to be a “vacant” position.

The complete conditions of the Leave are identified in the Notice of Leave (hereafter referred to as “Notice”), which must be signed by each Officer taking the Leave. The AFA International Secretary–Treasurer is responsible for providing formal interpretations or clarifications of the terms of the Notice should there be a disagreement around the meaning or application of the terms. Should an Officer fail to follow the Leave Policy & Procedures and the terms of the Notice of Leave, the matter may be referred to the Hearing Board.

To use the Leave Program an LEC or MEC Officer formalizes her/his intent to take a Leave, lasting no longer than 90 days per leave, per “rolling” 12-month period, by completing the following steps:

1. Contact the Director of AFA EAP;
2. Review the current Policy & Procedures of the Leave program; and,
3. Sign a Notice of Leave with the leave dates indicated.

The Director of the AFA EAP will consider CONFIDENTIAL the reason(s) for the Leave and any other related discussions with the Officer and, therefore, will not share this information without the leader’s explicit permission.

Use of the Leave Program by an officer, however, is NOT CONFIDENTIAL, as other Officers within the LEC, MEC, and/or the International will need to be aware of the Leave in order to continue conducting the representational activities of the Union. Therefore, the Director of the AFA EAP may share the name of an Officer using a Leave, the dates of the Leave including any modifications to it, and the signed Notice.

Upon completion of a Notice, the Director of AFA EAP will immediately contact the AFA International Secretary-Treasurer who is responsible for identifying and contacting Officers at the International, MEC, and/or LEC, who must be notified of the Leave. The International Secretary-Treasurer will provide direction and guidance to the affected MEC’s and LEC’s. This will include topics such as reminders to provide necessary notifications (e.g., other Officers and Management), and addressing the transition of the duties of the Officer on Leave per the AFA Constitution and Bylaws and in accordance with the indicated leave dates.

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In the event the Officer applying for a Leave is an LEC or MEC President, the transition of duties to the Vice President will be accomplished in accordance with Articles III.C.3.b. or VII.C.2.b.(2), respectively.

It is understood that Leaves may be necessary on an urgent basis. In those instances, a verbal notice to the AFA EAP Director by the officer will initiate a Leave but must be followed up with a signed Notice within three business days. If a signed Notice is not received by the AFA EAP Director within that time frame, the LEC or MEC Officer will be deemed to be in violation of Article III.C.3. or Article VII.C.2. for any and all days following the first day of her/his leave.

Prior to the end of the Leave, the International Secretary-Treasurer will notify the affected MEC or LEC and discuss details of transitioning the duties of the officer on Leave back to her/him.

The International AFA Secretary-Treasurer is responsible for reviewing any concerns around abuse of the Leave program. For example, this could pertain to such topics as multiple Leave's, FPL issues, reimbursement of expenses, etc. Any and all Notices which will be maintained by and in the AFA EAP Department will be made available to the International AFA Secretary-Treasurer for this purpose.

This policy is subject to updates and changes as determined by the needs of the Union. Should there be a conflict between this Policy & Procedures document or the Notice of Leave and the AFA-CWA Constitution and Bylaws (C&B), then the C&B will prevail.

Changes to the conditions of Leave may be recommended by any member in good standing and must be forwarded in writing to the International Secretary-Treasurer for presentation and consideration by the AFA Executive Board.