

SUBMITTING FOR UNA FUNDING

When funded by UNA, UNA members attending events need to follow UNA processes to receive payment. Members can access funding through Union Leaves of Absence (LOAs) and through Expense Claims. Some members may need to use both processes. Union LOAs and Expense Claims must be submitted in UNA's [Data Management System](#) (DMS) using your UNAnet account login. UNA workshop funding criteria is found at una.ca/memberresources/education.

Do I need an LOA, an Expense Claim, or both?

UNION LOA

Request a Union LOA if:

- The event takes place when you are scheduled to work
- You have a shift either preceding or following the event (abutting shift) that does not allow for a minimum of 10 hours between the shift and leaving for or arriving home from the event. (See UNA [Funding Policy](#) 20).

Union LOA Request Process:

1. Submit the LOA request to UNA in DMS as far in advance as possible.
2. Wait for UNA to approve the request.
3. Take the letter generated to your manager to request the LOA from your Employer.

EXPENSE CLAIM

Submit an Expense Claim if:

- You attended a funded event or workshop on a blank day or day of rest
- Your Union LOA is from an Employer without salary continuance (see list below)
- You have other funded expenses such as hotel, mileage, or meals.

Expense claims must be submitted after the event has taken place. Provincial funding for UNA workshops is for 7.75 hours or the actual hours of the shift requiring a Union LOA.

To submit an expense claim, you must provide:

1. Direct deposit information. You can enter your direct deposit information directly into DMS via a web browser or the UNA app.
2. Tax information. If DMS indicates you do not have TD1 forms on file, fill out both the [Alberta](#) and [Federal](#) TD1 forms and submit them to UNA via email (centralizedaccounting@una.ca), fax (780-426-2093), or mail.
 - "Employee number" is your UNA member ID number
 - "Total claim amount" (bottom line) should be \$0.00
 - Sign and date each form

Further Information

- [Submitting Expense Claims and LOA Requests online tutorial](#)
- [Expense Claim Walkthrough document](#)
- [How to Create a UNAnet Account document](#)

Employers without Salary Continuance Union LOAs

Members with approved Union LOAs from the following Employers must also submit an expense claim in DMS after the missed shift(s) for their hours and click the "LOA" box on the expense claim.

- Benevolence Care Centre
- Canadian Blood Services
- Chinatown Care Centre
- Clifton Manor
- Devonshire Care Centre
- Extendicare
- Hardisty Care Centre
- Haven of Rest/Sunnyside Medicine Hat
- Salvation Army Agape Hospice
- Salem Manor