

## DUES WAIVERS : PROCESS AND DOCUMENTATION REQUIRED

DEAR BROTHERS AND SISTERS OF HAMILTON LOCAL 548

UPDATE:FEBRUARY 2010

Dear Brothers and Sisters-

When applying for a dues waiver please keep in mind the following- Dues are waived only in months where you do not receive any pay from CPC. The criteria set by the Hamilton Local's membership requires that you receive 70% or less of your pay to qualify for a dues waiver. Members who receive payments from WSIB equal to their regular rate of pay have an obligation to pay (or pay back) their (waived) dues.

The dues waiver form is available on this website. Please fill it out as completely as possible, and send it to the attention of the Secretary/Treasurer prior to the start of your leave. As this is not always possible, please attempt to send in the dues waiver form as soon as you can.

You will be asked to provide supporting documentation, in addition to the dues waiver form. Supporting documentation can be in the form of SAP records (obtainable from your immediate supervisor-the supervisor is REQUIRED to provide you with this information.); leave forms signed off by the supervisor; proof of Sunlife benefits starting/stopping; and in the case of RSMCs –RSMC vouchers. This is not a complete list, as individual circumstances may vary. As soon as I receive the dues waiver form, I will be contacting you to discuss which documentation is needed.

The Local tries to expedite the processing of dues waivers. We recognize that members experience financial hardship due to illness, injury or other circumstances. Submitting forms and documentation in a timely manner ensures that your waivers can be processed as quickly as possible.

Thank You  
Sophie Kruk  
Secretary/Treasurer  
Local 548