



#42 - 1736 Quebec Avenue
Saskatoon, SK S7K 1V9
Phone: (306) 955-3399
Toll-Free: 1-888-565-3399
hsasston@hsas.ca

LABOUR RELATIONS FUND APPLICATION

The guidelines listed on the reverse of this form will be used as part of the process for the approval and acceptance of all applications. Please read them carefully before filling out and submitting your application. Completed applications should be sent to the Saskatoon HSAS office.

PLEASE PRINT CLEARLY

Section I – Member Information

Name of Member: _____
Last First Initial

Address: _____
Street/ Box No. City/Town Postal Code

Telephone: _____
Non-Work

Non-Work Email: _____ Union Region #: _____

Date Employment Commenced: _____ Health Care Facility: _____

Department/Section: _____ Profession: _____

Employment Status:
☐ Permanent Full-Time ☐ Temporary Full-Time ☐ Permanent Part-Time ☐ Temporary Part-Time ☐ Casual

Section II – Course Information

Title of Course: _____

Location of Course: _____

Who is presenting this course? _____

Date(s) of Event:
From: _____ To: _____
(day/month/year) (day/month/year)

Section III – Member Authorization

I certify that the above information is true and correct. I hereby authorize the Labour Relations Fund Committee to validate any of the aforementioned information, if required.

Member Signature

Date

Section IV – Labour Relations Fund Use Only

Date became an HSAS Member: _____ Date Application Received: _____

Form and Attachments in order: Yes ☐ No ☐

This program constitutes a course in Labour Relations: Yes ☐ No ☐

Previous Funding:

Amount

Date Issued

Amount

Date Issued

Amount

Date Issued

Amount

Date Issued

Recommendation: _____

Funds Granted: Yes ☐ No ☐

Amount Granted: _____

Date Issued: _____

Committee Member Signature

Date

LABOUR RELATIONS FUND GUIDELINES

Who is eligible?

- In order to qualify for assistance, the applicant must be an HSAS member at the date of the course commencement.

What is the purpose?

- The purpose of this Fund is to encourage HSAS members to increase their knowledge of Labour relations; therefore, the course being applied for must relate directly to this subject area.

Application Procedure

- The member must submit this application at least two months prior to the commencement of course to the Manager of Finance and Operations. Once approved by the Finance Committee, (or designate) that the course meets the criteria as an eligible course, the Member will be notified of application approval.
- Members are eligible to receive the funds upon successful completion of the course along with verification of course completion.
- Eligible expenses for this fund include registration, tuition fees, transportation, meals and accommodations (for out of town events), childcare and text books.
- HSAS Members will be eligible for one grant per fiscal year to a maximum of \$500.00.
- Any receipts for registration, tuition fees, transportation, meals and accommodation must be submitted within thirty days of course completion in order to receive the grant money.

Required Documentation

- Application Forms: Only an original application form will be accepted.
- Receipts: Originals or copies may be submitted. These may be submitted by mail, in person or electronically with application. Email documentation to hsastoon@hsas.ca.
- Verification: Evidence of successful completion.
- No fax copies will be accepted.

Administration

- Funds will be awarded on a first come, first served basis based on yearly budgeted amount. In order to be considered, application forms must be properly completed and submitted with following attachments: course outline, fee schedule, evidence of successful course completion, and receipts. All decisions made regarding the application and coursework eligibility are final and binding.

Personal Information

- HSAS will only use and disclose the personal information collected in connection with this application for the purposes of evaluating and processing the application, validating the information provided and any other purpose as required by law. For other information about privacy policies of HSAS please visit, www.hsas.ca.

CONFIDENTIALITY NOTICE: The personal information collected in connection with this application will be treated as strictly confidential and will only be shared with the HSAS Finance Committee and when required, the HSAS Executive Council, to comply with any legal requirements.

Names of successful applicants will be posted on the HSAS website.