



United Nurses of Alberta

UNA Local 183 **Employment Insurance Rebate Fund**

The primary goals of this fund are to encourage and support continuing education and professional practice to distribute the funds as equitably as possible to members of United Nurses of Alberta (UNA) Local 183. To this end, the funds will be used in a variety of ways.

Inquiries regarding the fund and/or suggestions may be made by contacting one of the EI Rebate Fund Committee members via e-mail to: Local183exec@una.ab.ca or visit our website: <http://local183.una.ab.ca/> or via telephone: 780-342-5186

EI Rebate Committee

- Members of Local 183 will establish a Committee to develop guidelines for use and oversee the administration of the EI Rebate Funds
- A chair person will be selected to lead the Committee
- The Committee will be responsible for disbursement of funds and maintaining as equitable a distribution as possible
- The EI Rebate Fund Committee will organize and host various Educational Sessions and In-services as deemed appropriate and approved by the Committee
- The Committee will review applications for funding by members of Local 183 and approve or deny payment
- The Committee will meet to review expenditures, assess applications for funding, and plan educational activities and events as necessary

Financing

- Funding for this education fund will be derived from the EI Rebate Fund
- The fiscal year will be from January 1 to December 31
- The EI Rebate account will be maintained by the EI Rebate Fund Chair Person
- A portion of the money may be used for administration of the account

Guidelines for Disbursement of Funds

- Consideration for funding for conferences, workshops, seminars, non-credit and credit courses will be subject to submission of the application form outlining anticipated expenses along with brochure, where applicable, outlining the program.
- Proof of attendance/registration at all seminars, workshops, correspondence courses, etc must be submitted to the Committee prior to payment

Please refer to the EI Fund Application Form. Send completed applications, through inter-hospital mail to: "UNA Local 183, AHE, Building 9, Room 139".

- Funding may be approved or denied for **full or partial** reimbursement based on equality of disbursement of funds to all UNA Local 183 members and is at the discretion of the committee
- The amount of money available per member, each fiscal year, shall be determined at Local 183 AGM
- Funding requests should promote professional nursing practice

Eligibility

- Must be a current duespayer/member of UNA Local 183 and currently employed under the terms of UNA Local 183 Collective Agreement in a 0.40 FTE or higher

Process

- All applications must be made on the UNA Local 183 EI Education Form which are available on our website: <http://local183.una.ab.ca/education/>
- Completed application forms, along with course information must be submitted to ***“UNA Local 183, AHE, Building 9, Room 139 c/o the Education Committee”***
- Incomplete forms will be returned to the applicant and will not be considered until completed
- The Committee will notify each applicant, in writing, of the approval or denial of their application
- In order to ensure sufficient funding is available individuals are strongly encouraged to complete and submit the EI Education Application Form prior to registering for your event

Payment Process

- Original receipts are required before payment of approved funding
- If original receipt must be shared with another funding group, such as: CARNA, CRPNA, and/or AHE, UNA will return the receipt with payment and retain a copy for UNA records, unless otherwise prearranged by the individual. It is the responsibility of the individual to clearly identify the need for return of the original receipt
- Payment will be made by cheque and sent to your unit/area of work
- If individuals want to receive reimbursement to their home address, please provide a self-addressed, stamped envelope

Updated January 22, 2015

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