



LABOUR RELATIONS FUND

#42 - 1736 Quebec Avenue
Saskatoon, SK S7K 1V9
 Phone: (306) 955-3399
 Toll-Free: 1-888-565-3399
 Fax: (306) 955-3396

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

Section I - Member Information

Name Of Member: _____
Last First Initial

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

Telephone: _____
Home Work

Date Employment Commenced: _____ Health Care Facility: _____

Department/Section: _____ Profession: _____

Employment Status: Permanent Full-Time Temporary Full-Time Permanent Part-Time Temporary Part-Time Job Share 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)

_____ Member's Signature _____ Date

NOTE:

No confirmation of receipt of application will be sent. If a member has not heard from the HSAS office within 45 days of submission of application, then he/she should make inquiries.

Section III—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
_____	_____	_____	_____
_____	_____	_____	_____

Recommendation:

Funds Granted: Yes No

Amount Granted: _____ Cheque No: _____ Date Issued: _____

Committee Member Signature Date

APPLICATION GUIDELINES

1. The purpose of this Fund is to encourage HSAS members to increase their knowledge of industrial relations; therefore, the course being applied for must relate directly to this subject area.
2. Only members of HSAS are eligible to apply. Employees must be HSAS members of at least one day's standing as of the day the course commences.
3. Members are eligible to apply for this fund only after successful completion. Eligible expenses for this fund include registration/tuition fees or books and only courses with a registration fee of \$25.00 or more will be considered.
4. Required Documentation:
Application Forms: Only an original application form will be accepted.
Receipts: Originals or copies may be submitted.
Verification: Evidence of successful completion.
No faxes will be accepted.
5. A maximum of \$1,200.00 per fiscal year will be distributed to HSAS members.
6. HSAS members will be able to apply for more than one grant per current fiscal year to a maximum of \$400.00. The completion date of the course will determine which fiscal year the application will be charged against.
7. Funds will be awarded on a first come first serve basis. In order to be considered, application forms must be properly completed and have the following attachments; course outline, fee schedule and receipt(s).
8. 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 see our web site, www.hsa-sk.com, or contact our office.