

Speech and Hearing BC Policy Statement and Procedures

V.14

AREA: Finance

SUBJECT: Reimbursement for Lost Wages Due to Speech and Hearing BC Work

POLICY:

Speech and Hearing BC shall compensate any member who has been appointed by the Provincial Council or Executive Committee to attend Speech and Hearing BC related business, which causes them to incur a loss in their wages due to time away from their regular employment, at the request of the member.

Maximum reimbursement is \$65.00 per hour, with a ceiling of \$450/day.

PROCEDURE:

- Prior approval for reimbursement will be obtained by the Provincial Council or Executive Committee.
- The member will complete the "Prior Approval for Reimbursement of Lost Wages" form (see attached) and submit it to the Treasurer at least 2 weeks prior to the Speech and Hearing BC related business. Special exceptions may be granted for Speech and Hearing BC related business given on short notice.
- The member will make every effort to rearrange work commitments and obligations to accommodate the Speech and Hearing BC related business to result in the least amount of lost wages.
- The Treasurer will forward the request to the Provincial Council or Executive Committee.
- Once the decision has been made, the Treasurer will sign off on the Prior Approval form as accepted or denied, accordingly, and notify the member.
- The approved reimbursement will be claimed on the Expense Claim form (see Policy on PC and Committee expenses) along with a copy of the accepted Prior Approval form.