



# Facilities Agreement

## Time-off and facilities for RCN Trade Union Representatives

To ensure effective partnership working, it is agreed RCN representatives will be provided with facilities and time off to undertake training and fulfil agreed functions.

### **Time Off**

The employer agrees to allow each accredited representative or official to have paid time off during normal working hours.

No accredited representative or official shall suffer any loss of remuneration as a consequence of carrying out their duties in accordance with this agreement. Time-off with pay shall be calculated as if the person had worked during the period when the time-off was taken.

Before taking time-off, the representative or official will first seek permission from the departmental manager and provide general reasons for the request, the intended location and the expected period of absence. Representatives will provide appropriate notice to enable the manager to always have in mind the demands of the service. However, permission for taking time-off will not be withheld unreasonably.

The employer recognises that union meetings may be held during working hours and that meetings which involve staff members in organisational development and change can motivate staff and benefit the organisation. Where the RCN proposes to hold a meeting of members during normal working hours, the RCN representative concerned shall notify the appropriate managers and shall agree the arrangements with the employer, including time and location of the meeting.

SAMPLE

SA