Money and Time: Resources to execute this plan

Some of the tactics you will use during the blitz take time, from a few hours to a full day. You may be asking CAT members and local leaders to take time off. Time off is required if you exceeded your allotted breaktime or can’t flex your time.

When to use lost time:

* Unpaid time: You put in for unpaid leave either because you don’t want to use your vacation, or you don’t need to. But you need a letter from Sierra (splunkett@mape.org) sent to MMB saying you will be gone for union leave. MAPE pays for the time and an extra hour to compensate for losing accruals.
* Vacation/Comp Time: You put in for vacation or comp time to have paid time off. You can still request that MAPE pays lost time, but MAPE won't pay the extra hour for accruals.

How to use lost time:

If the lost time is budgeted and approved by the local president, the local treasurer will sign off on lost time. Presidents and membership secretaries generally approve lost time for membership related things. If there is not enough money in the budget or the local doesn’t approve it, follow up MAPE Statewide Treasurer Chet Jorgenson (cjorgenson@mape.org) to talk through options.

For time off that is paid, or if you do work on a regular flex day off, members can request lost time which pays them for the time they missed. **Each local, if they have the money for it, should utilize lost time during the blitz.** Each event will not only strengthen negotiations but also the local, so this is a worthy use of the budget.

When to use flex time:

In most situations you will work with your supervisors to flex your time. You should stick to what you have been allowed to do in the past.

In most situations you can flex your current allotment of breaktime or by moving around your “working hours” schedule.

Reimbursement:

If you spend your own money to do membership engagement like take people to coffee, buy doughnuts for a site visit, buy lunch for an open house, etc. or you travel as a part of the tactic you qualify for [reimbursement under this policy](https://mape.org/resources/mape-documents/mape-policies/financial). Submit reimbursements to the local unless told otherwise.