



# REQUEST FOR UNION LEAVE \*CITY PAID\*

Requests for **City Paid Union Leave** shall be granted pursuant to the Terms of the Collective Agreement, including:

CUPE 15 - Article 13(C)(1):

- maximum of 1 Official Union Representative may attend grievance meetings or Employer directed investigation meetings;
- maximum of 7 Official Union Representative may attend collective bargaining.

Union Leaves under Article 13(C)(1) are granted subject to an acceptable operational impact. Among the various factors affecting operational impact are cost, service levels and increased workload for remaining staff.

## Employee Information

<b>Step 1</b>	Name:	
	Employee #	Phone #:
	Dept.:	Branch/Unit:
	Signature:	Date:

## Leave Detail

<b>Step 2</b>	Start Date:	Time:	Pay Code: 6004
	Finish Date:	Time:	Total hours:
	Reason:		

## Supervisor/Manager Approval

<b>Step 3</b>	Name:		Phone #:	
	Position Title:			
	Union Authorization:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Minimum 24 hour notice:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Acceptable Operational Impact (includes cost):		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Leave Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>		Signature:		

## Final Supervisory Processing

<b>Step 4</b>	Copy to Employee:	<input type="checkbox"/>
	Copy to Union:	<input type="checkbox"/>
	Copy to Human Resource Services (union.leave@vancouver.ca):	<input type="checkbox"/>

