

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

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

Leave Detail

Step 2	Start Date:	Time:	Pay Code: 6004
	Finish Date:	Time:	Total hours:
	Reason:		

Supervisor/Manager Approval

Step 3	Name:		Phone #:	
	Position Title:			
	Union Authorization:		Yes ☐	No ☐
	Minimum 24 hour notice:		Yes ☐	No ☐
	Acceptable Operational Impact (includes cost):		Yes ☐	No ☐
Leave Approved: Yes ☐ No ☐		Signature:		

Final Supervisory Processing

Step 4	Copy to Employee:	☐
	Copy to Union:	☐
	Copy to Human Resource Services (union.leave@vancouver.ca):	☐