REQUEST FOR UNION LEAVE
UNION PAID

Requests for **Union Paid Leave** shall be granted to employees subject to an acceptable operational impact. Among the various factors affecting operational impact are cost, service levels and increased workload for remaining staff. The Union **must** authorize any request prior to consideration. The Union reimburses the City for all Union paid leaves.

Union Authorization

Step 1	Union: CUPE Local: 15	Phone #: 604-879-4671
	Name: Kevin Rose	
	Position Title: Administrator	
	Signature:	Approved: Yes ☐ No ☐

Employee Information

Step 2	Name:	
	Employee #:	Phone #:
	Dept.:	Branch/Unit:
	Signature:	Date:

Leave Detail

Step 3	Start Date:	Time:	**Pay Code: 5201**
	Finish Date:	Time:	Total hours:
	Reason: Union Business		

Supervisor/Manager Approval

Step 4	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/Managerial Processing

Step 5	Copy to Employee:	☐
	Copy to Union:	☐
	Copy to Human Resource Services (**union.leave@vancouver.ca**):	☐

City of Vancouver, Human Resource Services
Labour Relations
453 West 12th Avenue
Vancouver, British Columbia V5Y 1V4 Canada
tel: 3-1-1, Outside Vancouver 604.873.7000 *fax:* 604.873.7696
website: vancouver.ca

Last Updated: 03/20/2026