



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: Debbie Mohabir
	Position Title: Secretary-Treasurer
	Signature: _____ Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>

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: _____

Supervisor/Manager Approval

Step 4	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/Managerial Processing

Step 5	Copy to Employee: _____ <input type="checkbox"/>
	Copy to Union: _____ <input type="checkbox"/>
	Copy to Human Resource Services (union.leave@vancouver.ca): _____ <input type="checkbox"/>

