



# 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

<b>Step 1</b>	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

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

### Leave Detail

<b>Step 3</b>	Start Date:	Time:	Pay Code: 5201
	Finish Date:	Time:	Total hours:
	Reason:		

### Supervisor/Manager Approval

<b>Step 4</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/Managerial Processing

<b>Step 5</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"/>

