



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"/>

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"/>

