



# 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/Warren Williams		
	Position Title: Secretary-Treasurer/President		
	Signature:		Approved: Yes <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:
	Finish Date:	Time:	Total hours:
	Reason: Union Business		

## 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 ( <a href="mailto:union.leave@vancouver.ca">union.leave@vancouver.ca</a> ):	<input type="checkbox"/>

