



Request for Union Leave Form

Employee requesting leave: Please complete the top portion of the form and email it to your worksite supervisor for approval.

Worksite supervisor: If you approve the leave, enter your name in the “supervisor” field and email the form to a Union representative.

Union representative: If you approve the leave, enter your name in the “Union President or Designate” field and email the form to Accounting and the appropriate HRC for completion.

Union Leave is being requested for (Employee Name)

Classification					Work Site
Status	F/T	P/T	Aux		

Date (Month/Day/Year)	Hours
Date (Month/Day/Year)	Hours
Date (Month/Day/Year)	Hours
Date (Month/Day/Year)	Hours
Date (Month/Day/Year)	Hours
Date (Month/Day/Year)	Hours

Total Hours

Supervisor

Union President or Designate

Union: Please check this box if Aux or RPT employee does not have a pre-booked shift and HR will do the time entry.

Comments (if additional information is required):

For Worksite Supervisor: Code the employee on Union Leave to A/A type 5201 in CATS (both full-time and part-time).

Work Week	35		37
	37.5		n/a if RPT/Aux

Hourly Rate: Fringe Benefits: 35%

Human Resources
Consultant (or Designate)

For Finance Department: Bill CUPE Local 391, 170-111 Victoria Dr, Vancouver, BC V5L 4C4 / Telephone: 604-322-4879