



## Request for Union Leave Form – Process

Updated: 21 July 2025

Employees seeking Union Leave must complete the Request for Union Leave Form, and approval must be provided at the supervisory and Union Executive level. For more information on the types of Union Leave associated with this form, please see Guideline – Union Representation in the Workplace.

### Employee Requesting Leave

1. Employee requesting Union Leave completes the following fields:
  - a. Employee name
  - b. Classification
  - c. Worksite
  - d. Status (full-time, part-time, or auxiliary)
  - e. Date(s) of requested leave
  - f. Hours

2. Employee emails\* the form to their supervisor for review.

### Supervisor

3. If approved, the supervisor types their name into the Supervisor field and emails\* the form to [president@cupe391.ca](mailto:president@cupe391.ca).

### Union Representative

4. If approved, the Union President or delegate types their name in Union President field and emails it to [hr@vpl.ca](mailto:hr@vpl.ca) and [treasurer@cupe391.ca](mailto:treasurer@cupe391.ca) for processing.

**Note:** *if relevant*, comments may be added to “comment” field. Eg. if the employee is acting as Union President or providing Admin Support and should be paid at a rate other than their base rate, please provide this information in the comments field.

### AUX/RPT Staff Without Pre-Booked Shift Taking Union Leave

Auxiliary and RPT employees who do not have a pre-booked shift may still take Union leave. In that case, please proceed completing and emailing the Request for Union Leave Form as per the above process, and make sure to tick the box that says: ***Union: Please check this box if Aux or RPT employee does not have a pre-booked shift and HR will do the time entry.***

**How to email the form as an attachment**

- MS Outlook – client (“full” desktop edition): simply click on the “email” button on the top of the form and then select “Default email application (Microsoft Outlook)”.
- MS Outlook – web (browser-based) edition: you will need to attach the document manually. Click “File” => “Save as” and save the document to your computer. Then open a new email message in Outlook and attach the Form to your email.