

CITY OF COLUMBUS
AFSCME UNION REPRESENTATIVE
REQUEST FOR LEAVE FOR UNION BUSINESS

Check One:

- Union Vice-President
- Steward
- Other: _____

NAME: _____ **DATE:** _____

In accordance with Article 6 of the collective bargaining agreement, this completed document shall act as notification of and a request for authorization to absent myself from my regular job duties or worksite to conduct the Union business described below permitted on City Time.

Expected _____ **Expected** a.m. a.m. **Destination:** _____
Date: _____ **Start** _____ | p.m. **Ending** _____ p.m. **& Phone #** _____

FOR THE PURPOSE OF:
Section 6.2(A) Union Business permitted to be conducted on City Time:

Section	Reason	Hours	Section	Reason	Hours
<input type="checkbox"/> 6.2(A)(1):	Investigate, draft, and file grievances at Step 1 Grievances #(s): _____	_____	<input type="checkbox"/> 6.2(A)(4):	Attend meeting at request of employee who reasonably believes meeting may lead to discipline Employee: _____	_____
<input type="checkbox"/> 6.2(A)(2):	Attend as Union Rep. Step 1 & 2 grievance hearings Grievances #(s): _____	_____	<input type="checkbox"/> 6.2(A)(5):	Attend disciplinary hearings conducted under Article 10 Employee: _____	_____
<input type="checkbox"/> 6.2(A)(3):	Attend Investigatory interview at request of employee who is focus of investigation Employee: _____	_____	<input type="checkbox"/> 6.2(A)(6):	Respond to health/safety extreme emergency _____ (program)	_____
			<input type="checkbox"/> 6.2(A)(7):	Attend orientation session to present on behalf of the Union Date(s): _____	_____

Section 6.3

Section	Reason	Hours	Section	Reason	Hours
<input type="checkbox"/> 6.3(A)(2)	Act in place of Union President	_____	<input type="checkbox"/> 6.3(B)(1)	Respond to short telephone inquiries and in-person conversations. Aggregate Hours: _____	_____
<input type="checkbox"/>	6.3(A)(2)(a) President on approved leave <input type="checkbox"/> 30 days or more	_____			
<input type="checkbox"/>	6.3(A)(2)(c) Scheduling conflict	_____			

Sections 6.6 through 6.10

Section	Reason	Hours	Section	Reason	Hours
<input type="checkbox"/> 6.6	Union Conventions, Seminars Date(s): _____	_____	<input type="checkbox"/> 7.1	Employee Health & Safety Committee Date(s): _____	_____
<input type="checkbox"/> 6.8	Union Bargaining Team Date(s): _____	_____	<input type="checkbox"/> 7.2	General Labor-Management Meetings Date(s): _____	_____
<input type="checkbox"/> 6.10	Union Rep. Training Day Date(s): _____	_____	<input type="checkbox"/> 7.3	Health Insurance Committee Date(s): _____	_____
			<input type="checkbox"/> 7.4	Civil Service Committee Date(s): _____	_____

Other (Contractual reason): _____

I affirm that the information submitted in this document is a true and accurate representation and accounting of the reasons requested and utilized for Union business as permitted by the governing collective bargaining contract.

Submit to CPH HR Office

Employee/Union Representative's Signature **Date**

CPH HR Office Review for Contract Compliance	Supervisor Leave Approval/Denial
Meets Contractual Qualifiers: <input type="checkbox"/> YES <input type="checkbox"/> NO	Leave Request Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO Reason: _____
HR Office Signature _____ Date _____	Supervisor Signature _____ Date _____
Actual Hours Charged to Union Leave _____	Union Rep. Initials _____ Supervisor Initials _____

Original: Immediate Supervisor forwards to CPH Human Resources after approval for Payroll Processing
 Copy to: Union Representative