

MEMORANDUM

State of Alaska Department of Administration Division of Labor Relations

TO: All Supervisors

DATE: October 6, 2005

All Management Services Groups
All Technical Services Groups
Division of Personnel

THRU:

FROM: Art Chance
Director

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SUBJECT: Union Business Leave

This memorandum provides guidance regarding approval and reporting of union business leave and applies to ALL bargaining units except the three maritime units.

Unless the authority has been reserved at a higher level in your agency, supervisors have the authority to approve absence from duty. When a subordinate employee requests approval for an absence for union business, your authority is limited to determining whether or not business permits the employee's absence. The labor agreements require that approval not be unreasonably withheld, so such requests are normally approved unless there is a compelling business need to deny it. A supervisor's approval is only for the absence; the determination as to whether that absence is charged to annual, personal, union business, or even LWOP is a payroll or contract administration question. A summary of the controlling contract language is available on the Labor Relations website at: <http://dop.state.ak.us/index.php?id=15>

If an employee presents you with a written authorization from the union AND you can allow the absence, then the leave slip is checked as union business leave. If an employee requests absence and represents that the absence is for union business, the leave is charged as annual/personal and if the union later authorizes union business leave, Payroll will make the necessary adjustments. Return the leave slip to the employee if he or she requests it so that the employee can secure union approval.

This memorandum is solely for the purpose of insuring uniformity in approving and processing union business leave requests and is not to be construed to indicate any change in the State's policies regarding proper use and approval of union business leave. If you have any questions or desire further information, please do not hesitate to contact your Management Services Unit or the Labor Relations Analyst assigned to your agency.

cc:

Division of Finance

All Administrative Services Directors

All Labor Relations Staff

All Supervisors (by email)

All Unions except maritime

L/R Website

Reading File