

## UNION BUSINESS LEAVE USE

The following serves as an overview of the union business leave use. It is in no way meant to add to, subtract from or amend any of the provisions in the Collective Bargaining Agreements. Please refer to the appropriate bargaining agreements for the complete language when making determinations regarding business leave.

### **Correctional Officer Unit, ACOA – Article 20.6**

*Purpose:* Bona fide Association business.

*Request for withdrawal:* Shall be made by the President of the Association or the Association Business Manager and addressed to the appropriate management level as designated in writing by the Employer.

*Approval:* Requests will have a presumption of being authorized and shall not be unreasonably denied.

*Other considerations:* Time paid as Business Leave shall be considered as time worked for the purpose of meeting the minimum workweek requirement.

### **Supervisory Unit, APEA – Article 29.9**

*Purpose:* Leave can be used for the purpose of contract negotiations, Executive Board Meetings, training sponsored by the Association, attendance at arbitration hearings as witnesses for the Association and other purposes as may be determined by the Business Manager.

*Requests for withdrawal:* By the Business Manager of the Association to the Division of Personnel and Labor Relations on forms mutually agreed by the parties and furnished by the Association.

*Approval:* Release shall not be unreasonably withheld by the supervisor. Release will be handled on the same basis as release from duty for personal leave.

### **General Government Unit, ASEA, local 52 – Article 25.09 and 26.08**

*Purpose:* Compensation of bargaining unit members for absences due to contract negotiations and formulation, meetings, conventions, training sponsored by the Union, attendance at arbitration or other hearings as witnesses for the Union, and other like purposes as may be determined by the Union.

*Request for withdrawal:* Only by the Business Manager of the Union or such other person as designated by the Union to the appropriate Departmental Officer with a copy to the Director of the Division of Personnel and Labor Relations on forms mutually agreed to by the parties.

*Approval:* Approval shall not be unreasonably withheld by the supervisor. It will be handled on the same basis as approval for personal / annual leave.

*Other conditions:* The Union may authorize business leave in excess of regularly scheduled hours; however, excess business leave hours will not be included for the purposes of calculating overtime.

### **Alaska Vocational Technical Center Teachers' Association – Article 20.O**

*Purpose:* For use by the Association.

*Request for withdrawal:* Authorized by the president of AVTECTA and approved by the director or his/her designee.

### **Confidential Unit, APEA – Article 8.09**

*Purpose:* To create a reserve of personal leave to provide for employee training, Association business meetings, contract negotiations and other purposes authorized by the CEA President.

*Request for withdrawal:* By the President of CEA addressed to the Director of the Division of Personnel and Labor Relations.

*Approval:* Approval shall not be unreasonably denied. Requests will be handled on the same basis as any personal leave request.

### **Labor, Trades and Crafts, Local 71 – Article 20.07**

*Purpose:* Business leave can be used for contract negotiations and formulation, meetings, conventions, training sponsored by the Union, attendance at arbitration or other hearings as a witness of the Union and other like purposes as may be determined by the Union.

*Request for withdrawal:* Only by the Business Manager of the Union to the Director of the Division of Personnel and Labor Relation forms mutually agreed by the parties and furnished by the Union.

*Approval:* Release of employees for Union leave shall not be unreasonably withheld by the supervisor. It will be handled on the same basis as release for personal leave.

*Other conditions:* No one employee may be absent for longer than twelve (12) months during the life of the Agreement. If an employee accepts a promotion while on Union Business Leave, their leave shall be canceled and they shall be ineligible for Union Business Leave during the succeeding six (6) months, unless specifically approved by the Director of the Division of Personnel and Labor Relations.

### **Public Safety Officers Unit, PSEA – Article 14.05**

*Purpose:* Bona fide Association business.

*Request for withdrawal:* To appropriate management level as designated in writing by the Employer. Each request shall state specifically the purpose of the absence.

*Approval:* Requests shall not be unreasonably denied.

### **Teachers Education Association of Mt. Edgecumbe – Article 4, Section 7**

*Purpose:* For use by the Association.

*Request for withdrawal:* By request from the Association President.

*Approval:* Requests may not be unreasonably withheld.

## UNION BUSINESS LEAVE SUBMISSION PROCESS

1. Fill out a leave slip, being sure to include your name, bargaining unit, department, employee number, explanation of leave, signature and correct dates and hours.
2. Submit to supervisor for approval.
3. Have the approving official in your union enter the amount of business leave approved and initial the slip, as indicated below.
4. Scan the slip to the Labor Relations email address [DOA.DOP.LaborRelations@alaska.gov](mailto:DOA.DOP.LaborRelations@alaska.gov). Some unions may do this for you.
5. Submit your timesheet in as you normally would, indicating the use of union business leave where appropriate (only applies to employees who complete timesheets).
6. After Labor Relations approves the slip, it will be sent to the appropriate payroll supervisor for leave processing.

### Example leave slip

STATE OF ALASKA			LEAVE REQUEST/REPORT			
EMPLOYEE'S NAME (PRINT - LAST - FIRST - MIDDLE INITIAL)				BU	DEPT NO	EMPLOYEE I.D. NUMBER
Smith, John A.				GG	02	123456
DATE LEAVE BEGINS	DATE LEAVE ENDS	Total Hrs.		Supervisor Approval		
5   21   8:00 PM	5   21   10:30 PM	2.5		[Yellow]		
LEAVE TYPE - CHECK ONLY ONE						
<input type="checkbox"/> ANN/PERS	<input type="checkbox"/> MILITARY	<input type="checkbox"/> AUTH LWOP	<input type="checkbox"/> LV CASH-IN		<input type="checkbox"/> BUS LV USED	
<input type="checkbox"/> SICK/PERS	<input type="checkbox"/> COURT	<input type="checkbox"/> DISC LWOP	<input checked="" type="checkbox"/> OTHER (Explain Below)		<input type="checkbox"/> BUS LEAVE	
<input type="checkbox"/> FMLA/AFLA	<input type="checkbox"/> WKRS COMP	<input type="checkbox"/> UNAUTH LWOP	UBL		<input type="checkbox"/> UNION APPVD	
This form must be submitted within 24 hours after return to duty.			LV DONATED TO		<input type="checkbox"/> BUS LV LABOR	
EXPLANATION: Union board meeting					<input type="checkbox"/> REL APPVD	
			John Smith		5/20/14	
			[Yellow]		[Yellow]	
NOTE: No leave with pay will be granted in excess of that accrued to employee's credit. Bargaining Unit restricts leave type availability.			APPROVING OFFICER		DATE	

**Yellow** – Supervisors signature (both places)

**Pink** – Number of hours approved (top) and Union approval (bottom)

**Green** – UBL indicated and explanation (example shown). Explain as required by your CBA.