

Business leave approval

The following serves as an overview of the business leave approval process. 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.

Labor, Trades and Crafts, Local 71 – Article 20.07

Purpose: Business leave can be used for contract negotiations, executive meetings, training sponsored by the Union, and other purposes as may be determined by the Business Manager.

Request for withdrawal: Only by the Business Manager of the Union to the Director of the Division of personnel.

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. If an employee accepts a promotion while on Union leave, their leave shall be canceled and they shall be ineligible for Union leave during the succeeding six (6) months, unless specifically approved by the Director of the Division of Personnel.

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, contentions, 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 Labor Relations.

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.

Supervisory Unit, APEA – Article 29.9

Purpose: Leave can be used for the purpose of contract negotiations, executive meetings, training sponsored by the Associations, 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 Labor Relations.

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.

Confidential Unit, APEA – Article 8.08

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.

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

Public Safety Officers Unit, PSEA – Article 14, section 5

Purpose: Bona fide Association business.

Request for withdrawal: To appropriate management level as designated in writing by the Employer.

Approval: Requests shall not be unreasonably denied.

Correctional Officer Unit, ACOA – Article 20.6

Purpose: Bona fide Correctional Officers Chapter business.

Request for withdrawal: Shall be made by the President of Correctional Officers Chapter or Association Business Manager and addressed to 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.

Alaska Vocational Technical Education Center Teachers' Association – Article 20, Section O

Request for withdrawal: By the president of AVTECTA to the director or his/her designee.

Approval: Requests may not be unreasonably withheld.

Teachers' Education Association of Mt. Edgecumbe –

There is no specific language on this matter in the agreement.