

MONTGOMERY COUNTY PUBLIC SCHOOLS

Union Business Leave (UBL)

Department of Labor Relations
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850

INSTRUCTIONS

This form is used to request, approve, and record Union Business Leave (UBL). After receiving approval for the leave, if the union unit member does not attend the designated meeting, union business leave does not apply and shall not be recorded on the time sheet.

PART A: TO BE COMPLETED BY THE UNIT MEMBER/UNION STAFF MEMBER

Completed by the unit member/union staff member making the request and forwarded to the appropriate employee organization or approver.

Employee Name _____ Employee ID# _____

Job Title _____ Work Location _____

Date Leave Requested _____ Union _____

DATE	HOURS	PURPOSE	START/END TIME

PART B: COMPLETED BY THE APPROPRIATE EMPLOYEE ASSOCIATION

Date Authorized ____/____/____ Request Authorized
 The appropriate Employee Association authorizes the use of Union Business Leave.
 Executive Director/President/
 Employee Associate Designee Signature _____ Date ____/____/____

PART C: EMPLOYEE SENDS TO SUPERVISOR

Date Request Received ____/____/____ Request Approved
 Union Business Leave is a contractual benefit for all Employee Associations. Any questions about approving UBL should be forwarded to the Department of Labor Relations.
 Signature, Supervisor _____ Date ____/____/____

IMPORTANT NOTE

Unit members are reminded to attach a copy of the approved UBL form to their timesheet for each pay period that includes the date(s) of the meeting.