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| **Union Leave Payment Request – CUPE LOCAL #1015**  **City of Lloydminster**  **(for use under Article 13.02 only)** |  |

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| **Employee Information** | |
| **Employee Name:** |  |
| **Pay Period Ending: (example: PP25)** |  |

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| --- |
| **Employee Section** |

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| --- | --- | --- | --- | --- |
| **Date** | **Reason** | **Location** | **Time** | **# Of Hours** |
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|  | | | **Total Hours** |  |

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| --- | --- |
| **Employee Signature**  I certify that this is a true and complete statement  Signature Date | **Union Executive Approval:**  Signature  Date |

**Union Leave Type**

**Pay Code 17 – Union Leave**

**Add Union Leave hours on Timesheet using Pay Code 17**

**CUPE Local #1015 will be billed for total hours.**

**This form is not valid unless Union Executive approval signature is different from the Employee.**

**Attach a scanned copy of the completed form to the Union Leave request in Pearl, and submit the original to your supervisor.**