



# Union Leave Request Form

Today's Date: \_\_\_\_\_ Person Requesting: \_\_\_\_\_ Officers Approval: YWalker \_\_\_\_\_  
TRobinson \_\_\_\_\_

Requests must be made by Full Time Member Organizer, Officers of Local 1000, DLC President for DLC expenditures, and Area Coordinators.  
Lobby visits should be member vacation time not union leave.

\*\*\* BE ADVISED THAT THERE MAY BE A DELAY IN PROCESSING THE REQUEST, IF THERE IS NOT AN OFFICER AVAILABLE TO APPROVE IT \*\*\*

DLC	Dept	Name	Contact Phone	Contact E-mail	UL Dates	Hrs	Meeting Name	Funds to be used	Travel Advance
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$

Explanation of Leave:	

Please make sure to have a good contact number or email address for the member. Also, if you know they have NOT had union leave before, have them sign a "Request for Paid Leave of Absence" form. It will help expedite the request. Thank you.