

INSTRUCTIONS



The Union Leave Request form must be submitted to UnionLeave@seiu1000.org 20 days prior to the first date of requested leave.

Union Leave Request

Save

Print

Press this button to:

Clear form and create a new request

Today's Date Requestor Local 1000 President Approval

Press this button to Clear form and create a new request - this button will clear all the data previously entered on the form

Today's Date – enter the date you are sending the request

Requestor - your name

Local 1000 President Approval – leave blank

DLC	Dept	Steward's Name	Member ID	Personal E-mail	Union Leave Dates	Hours	Type of meeting	Funding	
								DLC	Local
								<input type="radio"/>	<input type="radio"/>

DLC – Steward's DLC number

Dept – Department the Steward works for

Steward's Name – enter the name of the Steward you are requesting leave for

Steward's Member ID – Steward's Member ID

Personal E-mail – personal e-mail for the Steward – Work e-mail cannot be used

Union Leave Dates – enter the date(s) you would like for Union Leave

– If different hours are needed for different dates, please use a new line for each date.

Hours – number of hours for the date

Type of meeting – such as: Worksite meeting, General Membership meeting, DLC President's worksite visits, Union Fair

Funding – choose DLC or Local

Explanation of Leave - Provide a concise description of how the leave will be used to benefit our Union (required field)

Explanation of Leave

**For DLC submissions a flyer or email notification is required for work site meetings. Please remember to attach the notice in your request email.

If you have any questions, please contact UnionLeave@seiu1000.org