CLEAR FORM

Union Business Leave (UBL)

Department of Financial Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 430-5
August 2009

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

☐ **MCAAP** (Montgomery County Association of Administrators and Principals) **Telephone:** 301-762-8174 **Fax:** 301-762-8179	☐ **MCBOA** (Montgomery County Business and Operations Administrators) **Telephone:** 301-762-8174 **Fax:** 301-762-8179
☐ **SEIU Local 500** (Service Employees International Union) **Telephone:** 301-740-7100 **Fax:** 301-740-7139	☐ **MCEA** (Montgomery County Education Association) **Telephone:** 301-294-6232 **Fax:** 301-309-9563

PART A: Completed by person/union making the request and forwarded to appropriate employee organization for approval.

Date of Request _____ Name of Employee _____ Employee ID # _____

Meeting Location _____ Work Location _____

Meeting Purpose _____

Date(s) Requested _____, _____ Number of Hours _____ Time of Meeting _____

Substitute Required: ☐ Yes ☐ No If **Yes,** _____ _____
Job Number *Name of Substitute*

Union Approval:

_____
Signature

PART B: Completed by supervisor or designee approving the request, make two copies, and distribute as designated below.

Date Received _____ Action: Approved ☐ Denied ☐

If denied, state reason _____

_____

_____ _____
Signature, Supervisor *Work Location/Department*

Distribution: ☐ Union (Original) ☐ Office File ☐ Employee

***Important Note*: Employee is reminded to attach a copy of the approved UBL form to his/her timesheet for each pay period that includes the date(s) of the meeting.**

PART C: Completed by Union

Date Received _____ Action: ☐ Approved ☐ Denied

Distribution: COPY 1/Original to union's file; COPY 2/Dept. of Association Relations; COPY 3/Employee