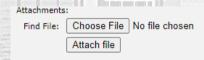
## UNION GUIDANCE SHEET

## UNION LEAVE REQUEST FORM

The Labor Relations Unit has created a Union Leave form to assist Departments and Unions with the Union leave process, while the State works on new software implimentation. This form should be used for *Union Business leave, Union Representation leave & Collective Bargaining leave only.* 

- Each person requesting use of Union leave hours should complete the Union leave request form
- Have the form signed by direct supervisor or appointing authority
- Email form to the LRU LaborRelations@admin.nv.gov for approval
- Code timesheet to ADMIN leave and create a note of specific Union Leave used
- Attach signed form to the timesheet in NEATS



FOR MORE INFORMATION PLEASE CONTACT:
THE STATE OF NEVADA LABOR RELATIONS UNIT
LABOR RELATIONS@ADMIN.NV.GOV OR
775-684-0108

## **Union Leave Request Form**

	Date
Name	
Job Title	
Phone	Email
Department	
Division	Unit
Leav	e Information
Union	Date(s) Requested
Leave Type	Number of Hours Requested
Direct Supervisor	Timeframe Requested
Appointing Authority or Designee Approval	Deputy Administrator DHRM/LRU
	Mandee Bowsmith, Deputy Administrator LRU

FOR MORE INFORMATION PLEASE CONTACT:
THE STATE OF NEVADA LABOR RELATIONS UNIT
LABOR RELATIONS@ADMIN.NV.GOV OR
775-684-0108

Date

Date