

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 implementation. 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

Attachments:
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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

Name _____ Date _____

Job Title _____

Phone _____ Email _____

Department _____

Division _____ Unit _____

Leave 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

Date _____ Date _____

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