



Union Leave Request Process & Form

The Union Leave form will assist Departments, Divisions and Unions with approving and tracking Union leave. The form below should be used when identified Union employees request leave hours for Union activities. Examples: Business Leave, Collective Bargaining Leave, and Representation Leave.

Process for Submitting a Union Leave Request

Employees requesting use of Union leave should complete the Union Leave Request form.

- The form should be signed by their direct Supervisor, Manager, or Appointing Authority.
 - This will be different for Departments and Divisions based on their policy.
- Email the signed form to LaborRelations@admin.nv.gov for finalization.
- The employee should code their timesheet to Administrative Leave (UADM) and identify what type of Union Leave in the notes section.
 - This process is currently different for NDOW; please contact NDOW HR for more information.
- The employee should attach the finalized form to the corresponding timesheet in NEATS.

FOR MORE INFORMATION, CONTACT: THE LABOR RELATIONS UNIT

Email: LABORRELATIONS@ADMIN.NV.GOV Phone: (775) 684-0108

State of Nevada Union Leave Request Form

Name:

Date:

Title:

Phone:

Department:

Email:

Division:

Union:

Leave Information

Leave Type:

Date(s) Requested:

Total hours:

Time(s) Requested:

Approvals

Signature

Approved Denied

Date

Direct Supervisor:

Manager/Administrator:

Appointing Authority:

DHRM/LRU:

Not every level may require a signature. Please verify with your Department or Division as to the approval requirements of Union Leave requests.

Reason For Denial/ Additional Comments: