

UNION LEAVE REQUEST LOG - OCSEA

Ohio Department of Natural Resources

Name _____ Pay Period Ending: _____

Division/Office: _____ Work Location: _____

Employee Section					Supervisor Section				
Date	Purpose/Description	Location	Time Out	Time In	Administrative Action	Hours Used			Initials
						UT	JUT	LESSU	
Total Hours Used for Pay Period for each category:									

<p>Employee Signature</p> <p>I certify that this is a true and complete statement.</p> <p>_____ Signature</p> <p>_____ Date</p>	<p>Supervisor Comments - If denying union leave request, please specify reason below.</p>
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Payroll Code Information (Payroll Letter 784)

- UT** Union Time - Paid union leave code to capture time and cost associated with contract administration pursuant to Article 3.02
- JUT** Joint Union Time - Paid union leave code to capture time and cost associated with joint labor-management committees
- LESSU** Unpaid Union Time – Unpaid union leave pursuant to Article 3.10.

Union Leave Types/Descriptions

- Contract Administration** - Out of Office (e.g., Articles 3.02 and 3.10 time, grievance issues, discipline issues, Union committee meetings, etc.)
- Contract Administration** - In Office (extended phone call meeting times should also be captured, via this form, however, it is understood that prior approval may not be possible)
- Joint Committees** - (e.g., Labor/Management Committee, Joint Health Care Committee, Health & Safety, Quality Committees, etc.)