

HOW A BUSINESS LEAVE SLIP IS FILLED OUT AND PROCESSED (Revised 2/14/2006)

STEP 1. MEMBER OBTAINS PERMISSION FROM THE UNION

- Member must obtain verbal permission or written notice from the ASEA Business Manager (or designee) authorizing the member's use of ASEA Business Leave.
- Member shall complete the 3-part NCR leave request/report form for ASEA Business Leave used in a specific pay period (i.e., DO NOT COMBINE TIME PERIODS) as follows:
 1. Complete a separate leave slip each for the 1st thru the 15th of a month, and the 16th thru the end of the month.
 2. Fill out his/her complete name as requested.
 3. Complete information as to bargaining unit, department number, SSN, date leave begins, date leave ends, and total hours to be used.
 4. Write "N/A" in the box marked "Supervisor Approval."
 5. Place an X or checkmark in the "OTHER" box.
 6. On the "Explain Below" line, write "ASEA Business Leave Bank."
 7. Sign the leave request/report form.

(Note: The leave request/report form for ASEA Business Leave IS NOT authorization in itself for withdrawal from the ASEA Business Leave Bank.)

STEP 2. MEMBER SUBMITS FORM PRIOR TO EVENT TO THEIR SUPERVISOR FOR SIGNATURE

- Member submits the leave request/report form to his/her supervisor, and the supervisor must sign on the "APPROVING OFFICER" signature line at the bottom of the form, acknowledging PRE-EVENT approval for the member to be released from their regularly assigned duties for the number of hours indicated.
- Member submits the white, yellow, and pink copies of the completed leave request/report form for ASEA Business Leave intact to the ASEA/AFSCME Local 52 Business Manager at Union Headquarters in Anchorage AK.

STEP 3. ASEA BUSINESS MANAGER VALIDATES HOURS OF ACTUAL USAGE

- At conclusion of union-related event, the ASEA Business Manager (or designee) validates the actual number of approved hours used in the "BUS LV USED" blank on the leave request/report form for ASEA Business Leave.
- Business Manager (or designee) initials the "BUS LEAVE UNION APPRVD" blank on the leave request/report form for ASEA Business Leave.
- Member may retain the yellow copy (or a photocopy) of the leave request/report form for ASEA Business Leave to attach to their timesheet, after the Business Manager has validated and initialed off on the leave request/report form.
- The ASEA Business Manager retains the white and pink copies of the leave request/report form for ASEA Business Leave for submittal to the SOA Departmental Officers with the authorizing memo for withdrawal from the ASEA Business Leave Bank.

STEP 4. ASEA BUSINESS MANAGER AUTHORIZES WITHDRAWAL FROM LEAVE BANK

- Business leave requests are usually processed no earlier than the day following the union-related event.
- The Business Manager of ASEA/AFSCME Local 52 writes a transmittal letter to the SOA Departmental Officers, authorizing the withdrawal of a designated number of hours from the ASEA Business Leave Bank, in accordance with the current GGU Collective Bargaining Agreement.
 1. The Letter of Authorization for Withdrawal will list all authorized members by name, SSN, department, date of use, and number of hours.
 2. The Letter of Authorization for Withdrawal and the leave request/report forms for ASEA Business Leave are sent via Priority Mail to the SOA Departmental Officers, and a copy of letter and leave request/report form(s) are mailed to member at home address of record.
 3. Xerox copies of the Letter of Authorization for Withdrawal and of the leave request/report forms for ASEA Business leave are retained in the Business Leave File at Union Headquarters.

STEP 5. DEPARTMENTAL OFFICERS FORWARDS TO PAYROLL IN VARIOUS DEPARTMENTS

- The SOA Departmental Officers forward to the respective departmental payroll sections the original and one copy of the leave request/report form for ASEA Business Leave validated by the ASEA Business Manager, with a copy of the Business Manager's letter of authorization for withdrawal.

STEP 6. PAYROLL DEDUCTION REPORTS ARE SENT TO THE UNION

- Member Payroll Deduction Reports are sent to the Union each pay period.
- The Payroll Deduction Report is compared to the Business Leave File of Union Headquarters, and discrepancies are addressed with the state.