

ASEA/AFSCME Local 52 Chapter Business Leave Request



Chapter Business Leave Requests may only be requested by the Chapter President. Chapters may request business leave when a chapter approved event/activity requires a member to perform a task during their normal work hours.

1. Chapter President assigns tasks to specific members and collects their contact and EID information to complete the business leave request form
2. Complete the business leave request form
3. Chapter President sends Business Leave Request to ASEA Headquarters, Attn: Executive Director and copy (c.c.) Admin Assistant III
 - a. Attach any documentation in relation to the event/activity
 - b. Attach agenda, invitations or flyers
4. The Executive Director will respond to the President regarding approval of business leave
5. Each member pre-approved for business leave usage will receive a request for absence memo
6. Member's may present the absence memo and a completed leave slip request form to their supervisor to request the leave time needed to perform their tasks as assigned by the chapter president
7. The leave slip for business leave **MUST** be signed by their supervisor to be accepted by ASEA and Labor Relations
8. The Chapter President or designee **MUST** forward all signed leave slips to the Admin Assistant III at ASEA Headquarters for final authorization and transmittal to Labor Relations.

Chapter _____ President _____

Contact # _____ Email _____

Event/Activity _____

Purpose of Request _____

Date of Event/Activity _____ Location _____

Hours of Event/Activity _____ to _____ # of members requesting business leave _____

I am requesting business leave for the following chapter members:

Last Name	First Name	Employee ID	Title or Assignment	# of Hours Requested	Contact Email @alaska.gov	Approved # of Hours (Office Use Only)