



Union Business Leave (UBL)

Department of Financial Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 430-5
August 2009

INSTRUCTIONS: This form is used to request, approve, and record Union Business Leave (UBL). After receiving approval for the leave, if the employee does not attend the designated meeting, union business leave does not apply and shall not be recorded on the time sheet. **Check appropriate employee organization:**

<input type="checkbox"/> MCAAP (Montgomery County Association of Administrators and Principals) Telephone: 301-762-8174 Fax: 301-762-8179	<input type="checkbox"/> MCBOA (Montgomery County Business and Operations Administrators) Telephone: 301-762-8174 Fax: 301-762-8179
<input type="checkbox"/> SEIU Local 500 (Service Employees International Union) Telephone: 301-740-7100 Fax: 301-740-7139	<input type="checkbox"/> MCEA (Montgomery County Education Association) Telephone: 301-294-6232 Fax: 301-309-9563

PART A: Completed by person/union making the request and forwarded to appropriate employee organization for approval.

Date of Request _____ Name of Employee _____ Employee ID # _____

Meeting Location _____ Work Location _____

Meeting Purpose _____

Date(s) Requested _____, _____ Number of Hours _____ Time of Meeting _____

Substitute Required: Yes No If **Yes**, _____
 Job Number *Name of Substitute*

Union Approval:

 Signature

PART B: Completed by supervisor or designee approving the request, make two copies, and distribute as designated below.

Date Received _____ Action: Approved Denied

If denied, state reason _____

Signature, Supervisor *Work Location/Department*

Distribution: Union (Original) Office File Employee

Important Note: Employee is reminded to attach a copy of the approved UBL form to his/her timesheet for each pay period that includes the date(s) of the meeting.

PART C: Completed by Union

Date Received _____ Action: Approved Denied

Distribution: COPY 1/Original to union’s file; COPY 2/Dept. of Association Relations; COPY 3/Employee