

Union Business Leave Request

Please complete this form in order to apply for Union Business Leave (without pay, with seniority credit) in accordance with the Master Agreement or Master Memorandum.



Date: District Council: Local Number:

Name of Conference or Convention:

Name of Attendee(s)	Class Code	Dept/Agency	Workplace Loc.	Days Requested

This form must be received by AFSCME Council 13 no less than 25 days before the date of the conference or convention in order for the request to be considered by the Commonwealth.

**Send to:
Education Department
AFSCME Council 13
4031 Executive Park Drive
Harrisburg, PA 17111
Fax: 717-564-7491**