

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	Class Code #	Agency	Workplace	Dates 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
150 S. 43rd Street, Suite 3
Harrisburg, PA 17111
Email: m.hollenbach@afscme13.org