



Union Business Leave (UBL)

Office of Employee Engagement and Labor Relations
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

**MCPS Form 430-5
September 2017**

INSTRUCTIONS: This form is used to request, approve, and record Union Business Leave (UBL). After receiving approval for the leave, if the union unit member/employee (unit member) 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 unit member/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: (I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent, to my personal signature)

Employee Association Executive Director signature, date
Employee Association sends completed form electronically to: OCOO-EmployeeEngagement@mcpsmd.org

PART B: Completed by the Office of Employee Engagement and Labor Relations (OEELR).

Date Received _____ Action: Approved Denied
If denied, state reason _____

Signature, Associate Superintendent/designee OEELR

Important Note: Unit members are reminded to attach a copy of the approved UBL form to their timesheet for each pay period that includes the date(s) of the meeting.

Distribution: COPY 1/Original to union's file; COPY 2/OEELR; COPY 3/Unit Member