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340.140 Union Business

Revised Bd. Min. 10-9-81, amended Bd. Min. 7-22-83; Amended 7-28-20; Amended 1-01-24.

A. **E b E** -- A leave of absence for up to one year will be granted to a regular, full-time employee of the University who has been elected or appointed to an office of the union, or as a delegate, necessitating a leave of absence.

B. **C G a L a** -- Such leaves of absence will be granted only when the requests are made in writing by the appropriate union officer addressed to the University's Director of Employee Relations, with a copy of the request addressed to the employee's immediate supervisor. The requests for leave of absence are to give the dates the leave of absence is to begin and end, and shall be given to the University as far in advance as possible but no later than two (2) weeks prior to the date the leave of absence is to become effective. The leaves of absence are without pay.

1. Such leaves of absence may be renewed for an additional period when circumstances warrant renewal.
2. No more than three employees may be on such leave of absence at the same time.
3. An employee on leave of absence for more than 30 days will not accumulate additional seniority or university service credit, nor will they be eligible for university benefits such as paid time off