

**ASEA/AFSCME Local 52  
City and Borough of Sitka  
Application for Business Leave Usage**

|   |   |             |  |   |             |                    |
|---|---|-------------|--|---|-------------|--------------------|
| <b>Name:</b>                                  |   |             |  |   |             |                    |
| <b>Date:</b>                                  |   |             |  |   |             |                    |
| <b>Department:</b>                            |   |             |  |   |             |                    |
| <b>Union Title/Position:</b>                  |   |             |  |   |             |                    |
| <b>Date leave<br/>BEGINS: Month</b>           | <b>Day</b>  | <b>Hour</b> | <b>Date leave<br/>ENDS: Month</b>        | <b>Day</b>  | <b>Hour</b> | <b>Total Hours</b> |
| <b>Completed by ASEA: Business Leave Used</b> | <input style="width: 50px; height: 20px;" type="text"/> |             | <b>Business Leave<br/>Union Approved</b> | <input style="width: 50px; height: 20px;" type="text"/> |             |                    |
| <b>Explanation of Usage:</b>                  |   |             |  |   |             |                    |
| Signature of Employee/Date                    |   |             |  |   |             |                    |
| Supervisor Signature/Date                     |   |             |  |   |             |                    |
| Administrator Signature/Date                  |   |             |  |   |             |                    |

**Sample**

|  |   |   |  |   |   |                    |
|--|---|---|--|---|---|--------------------|
| <b>Name:</b> David Jones   |   |   |  |   |   |                    |
| <b>Date:</b> December 5, 2008  |   |   |  |   |   |                    |
| <b>Department:</b> Public Works  |   |   |  |   |   |                    |
| <b>Union Title/Position:</b> Municipal Seat – State Executive Board  |   |   |  |   |   |                    |
| <b>Date leave<br/>BEGINS: Month</b>  | <b>Day</b>  | <b>Hour</b><br><small>am<br/>pm</small> | <b>Date leave<br/>ENDS: Month</b>        | <b>Day</b>  | <b>Hour</b><br><small>am<br/>pm</small> | <b>Total Hours</b> |
| December   | 11  | 8:00<br>pm                              | December                                 | 12  | 5:00<br>pm                              | 16                 |
| <b>Completed by ASEA: Business Leave Used</b>  | <input style="width: 50px; height: 20px;" type="text"/> |   | <b>Business Leave<br/>Union Approved</b> | <input style="width: 50px; height: 20px;" type="text"/> |   |                    |
| <b>Explanation of Usage:</b> State Executive Board Meeting - Anchorage   |   |   |  |   |   |                    |
| Signature of Employee/Date   |   |   |  |   |   |                    |
| <b>Employee Signature</b>  |   |   |  |   |   |                    |
| Supervisor Signature/Date  |   |   |  |   |   |                    |
| <b>Prior to submitting this form to ASEA for business leave approval, this section must be signed by the supervisor to reflect approval for absence from the worksite.</b> |   |   |  |   |   |                    |
| Administrator Signature/Date   |   |   |  |   |   |                    |