



# Union Leave Voucher

This report must be completed by all Members taking time off for Union Business.  
 Reports are to be returned to the Union Office by the end of the month after the leave is incurred.

Member's Name:

Employer:

Pay Period: *(Month and Year)*

From Date <i>(mm / dd / yy)</i>	Start Time	To Date <i>(mm / dd / yy)</i>	End Time	Total Hours <i>(per day)</i>	Reason <i>(i.e., educational, meeting, etc.)</i>	Approved By:

Total hours to be paid for this Voucher

Signature

Date

