General Request for Union Leave (RUL)

RUL-General   January 2019

For book offs issued from the 1100 day pool, use the RUL-Pool form

Section 1 (To be filled out by the Employee and sent to OPSEU Staff associated with the event)

Employee Contact Information

Name of employee:	Local #:	Employee ID #:
Store/Dept #: Phone #:	Employee E-mail:	
District or Department Manager:	E-mail:	

Time Off Dates and Activity Type (one activity per form)

Date(s)	# of Hours	OPSEU Paid	Local Paid	LCBO Paid	Other
		❑ Campaign ❑ Arbitration *(non-grievor)* ❑ Convention Delegate ❑ Regional Delegate ❑ Divisional Meeting ❑ Mobilizing ❑ Educational ❑ Divisional Executive Committee ❑ Meeting ❑ Chair Day ❑ Committee: _____ ❑ Caucus: _____ ❑ Conference: _____ ❑ Other: _____	❑ Convention Alternate/Observer ❑ Regional Alternate/Observer ❑ Paid by Local ❑ Educational ❑ 80/20*	❑ Health & Safety ❑ Contract Negotiation ❑ Pay Equity	❑ Unpaid

* **Requests for 80/20 must include the OPSEU 80/20 form when submitting the RUL to OPSEU staff**

Section 2 (To be filled out by OPSEU staff and sent to the LCBO Manager identified in Section 1)

OPSEU Approval

Name:	Department:	Date:
Phone number:	E-mail:	
OPSEU Accounting Code:		

Section 3 (Approval by LCBO Manager to be sent to persons in sections 1 & 2)

LCBO Contact Approval (District or Department Manager)

Name:	District or Department:	Phone Number:
❑ Approved	❑ Not Approved - Reason:	Date:

If submitting the form with less than 7 days' notice to the LCBO, please provide the reason(s) at the time of submitting.
Please note that for a requested leave to be fully approved, all sections must be filled out.
Failure to fully complete the form may result in wages not being paid.

OPSEU staff will send the completed form to elizabeth.mcchesney@lcbo.com and collectivebargaining@opseu.org