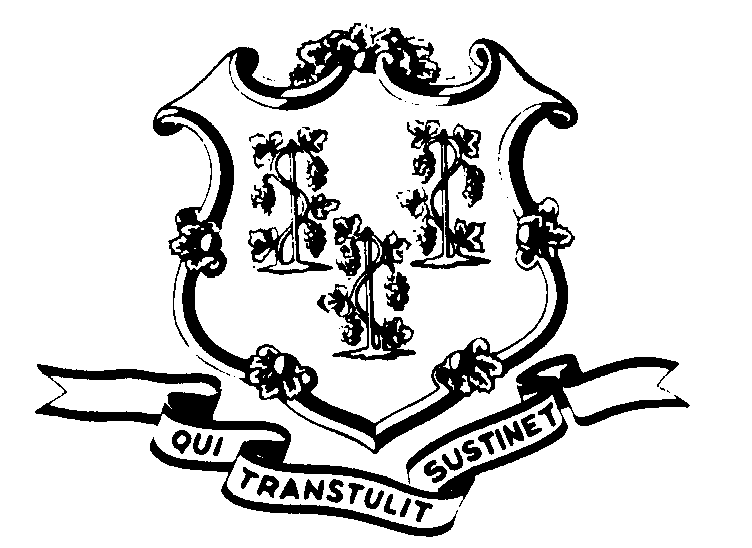
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**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

September 5, 2014

## General Notice 2014-14

## TO: Labor Relations Designees

SUBJECT: Union Leave

A number of questions have been raised by agency personnel concerning the release of delegates and/or stewards from work to conduct Union business. It has been communicated that an increase in such requests is interfering with agency operations. This General Notice is intended to remind you of the contents of OLR General Notices 87-1 and 2010-09 concerning Union Leave and the proper recording of the same.

The purposes of Union leave is set forth in each respective collective bargaining agreement. Consistent with DAS General Letter 14-03, Union business is not for the purposes of “membership and holding of office in a political party, organization or club, campaigning for a candidate in a partisan election by making speeches, writing on behalf of the candidate or soliciting votes in support of or in opposition to a candidate and making contributions of time and money to political parties, committees or other agencies engaged in political action.” While we acknowledge the concerns expressed by Agency personnel, in order for OLR to intervene, we must have factual evidence to support any assertions that Union leave is not being properly used.

It is incumbent upon agencies to ensure that requests for said leave is properly authorized and recorded. The Core Codes for Union leave as set forth in OLR General Notice 2010-09 are reiterated below. Please make sure that employees wishing to depart from their assigned duties to engage in Union business are accurately recording that time. If you have facts to support a claim that said leave is being taken for reasons not set forth in the labor agreement, please contact OLR and advise us of the specifics. We will promptly contact the Union and take corrective action as necessary.

An Affirmative Action/Equal Opportunity Employer

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| **LUBEA** | Union Steward Employee Agency | Paid leave for union stewards and other union officials to attend to contract administration duties **at the steward's or official's own agency and work site** that does not involve the participation of management representatives (e.g. meet with an employee(s) to process a grievance). |
| **LUBEO** | Union Steward Employee Outsd | Paid leave for union stewards and other union officials to attend to contract administration duties **away from the steward's or official's own agency and/or work site** that does not involve the participation of management representatives (e.g. meet with an employee(s) to process a grievance). |
| **LUBLP** | Union Business Leave Paid | Paid leave for union stewards and other union officials when they are authorized to leave their work site on Union Business Leave (UBL). This time is deducted from the contractual bank of hours provided in each contract for such things as steward training, conventions, etc. **This leave must be pre-approved by OLR.** Not to be used by P-1 or NP-6 (1199) employees. |
| **RUBLP** | Union Business Release | Paid leave for union stewards and other union officials when they are authorized to leave their work site on Union Business Leave (UBL). This time is deducted from the contractual bank of hours provided in each contract for such things as steward training, conventions, etc. **This leave must be pre-approved by OLR.** For use by P-1 or NP-6 (1199) employees only. |
| **LUBMR** | Union Steward with Mgmt Rep | Paid leave for union stewards and other union officials for activities that **involve the participation of management representatives**, such as attending grievance conferences, arbitrations or prohibited practice conferences, representing employees at investigatory interviews or pre-disciplinary meetings (Loudermills), and/or participating in labor management meetings. |
| **LUBCN** | Union Contract Negotiations | Paid leave to attend contract negotiations and/or contract interest arbitrations that involve the participation of management representatives. |

Employees with questions concerning this information should contact their agency human resources office. Agency Labor Relations Designees with questions should contact Fae Brown-Brewton at 418-6217.

### Linda J. Yelmini

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Director of Labor Relations