


Office of the Chief Operating Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

June 5, 2009

MEMORANDUM

To: All Principals and Directors

From: Larry A. Bowers, Chief Operating Officer 

Subject: Leave Procedures for Employee Association Business

This memorandum is to provide procedures for processing leave requests from employees who participate in employee association business. These procedures apply to all unions—Montgomery County Business and Operations Administrators (MCBOA), Montgomery County Association of Administrative and Supervisory Personnel (MCAASP), Montgomery County Education Association (MCEA), and Service Employees International Union (SEIU) Local 500.

**Employee/Person Requesting Leave**

- Request Montgomery County Public Schools (MCPS) Form 430-5, *Union Business Leave Request*, from the appropriate union office.
- Submit the form to the appropriate administrator for approval.

After attending the meeting:

- Attach approved form to the timesheet for the pay period that includes the date of the meeting. Indicate UBL as the pay code for the time approved. Do not use professional leave for these activities. MCEA unit members using union business leave for Summer Supplemental Employment days during the summer should use the pay code UBN instead of UBL. Leave should not be used if the work day can be rescheduled.
- If the employee is unable to attend the meeting, notify the principal or supervisor and use the correct pay code for the time. (REG if time was worked; SCK or other leave if time was not worked)

**Principal/Supervisor**

- Approve leave if program needs can be met when the employee is on leave.
- Give one copy to the employee who will attach it to the timesheet for that pay period.
- Keep one copy for the school or department records.
- Send one copy to the Department of Association Relations.
- Forward the original form to the appropriate union.

**Employee Union**

- Indicate approval on the leave request by obtaining the signature of the appropriate official.
- Contact the unit member and the unit member's principal or supervisor to indicate that some other type of leave must be used if the employee did not attend the activity and did not report to work that day. A "cancelled" copy of the leave request should be sent to the Department of Association Relations to ensure that the log of leave used is accurate.
- Send the log of approved leave requests to the Department of Association Relations once a month to ensure that MCPS records are accurate.

If employee union leave banks are to be administered accurately, these procedures must be followed correctly and in a timely manner. Thank you for your cooperation in this matter.

LAB:vnb

Copy to:

Ms. DeGraba  
Mr. Kopp  
MCAASP  
MCBOA  
MCEA  
SEIU Local 500