



ALASKA STATE EMPLOYEES ASSOCIATION

American Federation of State, County & Municipal Employees Local 52

TO: Supervisors of ASEA Delegates/Alternates

RE: Request for Approved Absence from Worksite

FROM: 
Jake Metcalfe, Executive Director

Date: February 9, 2022

The ASEA/AFSCME Local 52 18th Biennial Convention
is scheduled as follows:

March 16-20, 2022, Virtual Meeting

Business Leave:

Please complete a **SOA Leave Request/Report** for any time missed from work or for time missed from work to prepare for the Convention. Pending Supervisor Approval of the above member's absence from the worksite, the Union will approve Business Leave Bank coverage for the attending GGU employee in his/her capacity as an ASEA Member/Delegate of ASEA/AFSCME Local 52, AFL-CIO, to assure his/her attendance for the Convention.

Sign as "Approving Officer" on the SOA Leave Request/Report that will be provided to you by the member and return the original for the member to submit to the Union for processing. The member will receive a copy of the leave slip noting Business Leave usage/approved to attach to their timesheet.

Thank you for your support and assistance in this regard.

JM/nj

