#### State of New York/Public Employees Federation

## EMPLOYEE ORGANIZATION LEAVE REQUEST AND REIMBURSEMENT FORM For PEF Represented Employees

Please read the instructions on the back of this form. Print or type. Use one form for each purpose.

Last Name	First Name			Date of Request
	Job Title and Salary Grade		Work 7	Felephone Number
11		(		)
Agency/Department	Facility/Ir	nstitution (Complete if A	pplicat	ole)
Work Location/Address (Compl	lete if Applicable)			

SCHEDULED MEETING DATE(S): FOR OFFICIAL USE ONLY					
SCHEDULED MEETING TIME:			FOR OFFI	CIAL USE	UNLY
MEETING CODE*	EOL DATE(S) REQUESTED	HALF FULL DAY DAY	PEF	STATE	STATE
	_ / _/				
TRAVEL	_ / _/				
CODE*	/ /				
*See reverse side for codes.					

Employee Signature

Date

For approval of EOL, please mail this form to:

Office of the Secretary-Treasurer, New York State Public Employees Federation P.O. Box 12414, Albany, New York 12212-2414

Approved: Appr		Approve	proved:	
	PEF	Date	GOER	Date
		FOR PEF OFFICIAL U	SE ONLY	
Voucher / T	ransaction #			
Reviewed:				

# Instructions and Codes for EOL Request and Reimbursement Form

- 1. Employee completes form for charge to EOL for the following meetings:
  - attendance at a PEF Executive Board or PEF Committee Meetings Article 4.7(a); OR
  - "special circumstances" Article 4.7(d); OR
  - attendance at Joint Contract Committee Meetings Article 4.7(c); OR
  - attendance at Pre-meetings of Joint Contract Committee Meetings Side Letter.
- 2. Employee uses a separate form for each meeting (codes listed below). Multiple days for the same meeting may be included on the same form up to a maximum of five (5) days.
- 3. Employee submits form to PEF (address listed on front) within 60 calender days of date of EOL.
- 4. PEF submits form to GOER.
- 5. GOER will approve or disapprove charge to EOL and notify PEF and the employee's agency.
- 6. If GOER approves, the time will be charged to EOL. If GOER disapproves, employee charges appropriate accruals.

*NOTE:* Employee may request EOL for time that conflicts with the employee's regularly scheduled workday, but not for activities that occur before or after scheduled working hours. Example: The workday begins at 1:00 pm, meeting begins at 8:00 am, so employee requests EOL beginning at 1:00 pm.

## **Meetings and Codes**

### **Executive Board and PEF Committee Meetings – Article 4.7(a)**

Code	<u>Committee/Board</u>	Code	<u>Committee/Board</u>
101	Executive Board	116	Historic Preservation
102	Executive Council	117	Labor/Management Council
103	Budgetary Advisory	118	Legal Appeals
104	By-Laws	119	Membership Mobilization
105	Civil Service	120	Nurses
106	Convention	121	Organizing
107	Credentials	122	Pension
108	Delegate Elections	123	Political Action Committee
109	Divisions	124	Political Action Advisory Executive Committee
110	EDP		(PAAEC)
111	Equal Opportunity	125	Scholarship
112	Ethics	126	Special Elections
113	Full Staffing for Quality Service	127	Teachers
114	Governor's Empire State Advantage	128	Training
115	Grievance Appeals Panel	129	Trustees
		130	Veterans

## "Special Circumstances" – Article 4.7(d)

Code	Special Circumstance
201	Travel related to Executive Board and Committee Meetings
202	Other activity (describe)
203	Regional Coordinator Business
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### Joint Contract Committees – Article 4.7(c)

#### Code Article/Committee

301	Article 9 / Health Benefits
302	Article 10 / EAP
303	Article 13 / Workers'Compensation
304	Article 14 / PDQWL
305	Article 15 / PDC
306	Article 18 / Health and Safety
307	Article 19 / Parking
308	Article 22 / Employment Security Committee
309	Article 42 / Family Benefits
310	Travel related to Contract Committee Meeting

#### Pre-Meeting for Joint Contract Committees <u>Code</u> <u>Article/Committee</u>

- 401 Article 14 / PDOWL
- 402 Article 15 / PDC

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- 403 Article 18 / Health and Safety
- 404 Article 22 / Employment Security Committee