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## LEAVE REQUEST FORM

WORK CITE

ENADLOVEE#



NAIVIE:	EIVIPLOTEE#:	WORK SHE:	
DATES OF ABSENCE:	_through	Work Days Involved:	
Reason for absence (check below):			
Negotiations - District Sponso	red		
Insurance Committee - District Sponsored			
Interview Panel - District Sponsored			
HTA Site Rep Employee Representation - District Sponsored			
HTA Union Business (Billed to HTA when sub is utilized) Name of sub (ifknown):			
Oth <u>er:</u>			(explanation)
Employee signature	 Date	<del></del>	
Administrator/Manager			
, <u>,                                   </u>			
HTA President/Designee Signature	Date		

How to use Frontline for HTA/Union Business

- 1. Ensure that you have been directed by, or have permission from, HTA to use Union release time for HTA or Union business. Contact <a href="https://htaonline.org">https://ht
- 2. Log in to Frontline

