



It has recently come to the union's attention that employees are taking pre-approved time off without utilizing the *"Miami University Leave Request/Approval Form for Classified Staff"*. The form was designed to be a record for both management and employee and if your attendance record is questioned it will be the only document that can prove which absences are pre-approved. The forms should be in every department and/or division by now. If you are not aware of the leave forms or your work area is not utilizing them please call the union at 523-3400 or one of the union officers below and report it.

The union offers the following advice regarding pre-approved absences and the approval form:

1. ALWAYS, ALWAYS, ALWAYS use the *"Miami University Leave Request/Approval Form for Classified Staff"* when utilizing pre-approved time off!!!
2. Do not rely on a verbal approval for pre-approved time off.
3. Keep your copy of the *"Miami University Leave Request/Approval Form for Classified Staff"* for at least one year. Attendance is monitored on a 12 month rolling period and if yours is questioned the leave form may be the only record that can prove what absences were pre-approved.

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