

**UCR Campus Guidelines  
Reimbursement Of Costs Associated with  
Leaves of Absence for Union Business (SX/PCT- represented employees)**

1. AFSCME Union notifies Labor Relations when employee is placed on Leave for Union Business.
2. Labor Relations contacts department administrator of employee's Union Business Leave.
3. The department representative processes employee's Leave for Union Business in EDB using the DOS code "UBL" (new code established for Union Business Leave only). EDB Preparers should provide comments on ASAP log, i.e., "Approved leave with pay for union business from July 1 to August 31, 2002."
4. The department fills out and forwards [billing statement](#) to Payroll on the 1st of the month following employee's leave date, and each month thereafter if applicable.
5. Payroll sends the billing statement to AFSCME for collection (Checks should be made payable to The UC Regents).
6. AFSCME submits check to Payroll for reimbursement of costs.
7. Payroll deposits the check and credits the department's account.