

BUY BACK LEAVE (BBL1) REQUEST FORM: INSTRUCTIONS

WHEN PLANNING A MEETING, a BBL1 Request Form is required to be filled out as far in advance as possible.

A minimum of 1-week's notice is needed.

1. Circle PRE (pre-meeting)
2. Date of Meeting
3. Committee/Caucus/Department Name
4. Name of chair of meeting (person in charge of budget)
5. Reason for meeting (labor management, caucus, etc.)
6. List the names of each member for which leave is requested. Use individual lines for each date.
Be sure to indicate total hours requested. **Example: If Joe needs leave on Thursday and Friday, and Pete needs leave for Friday only, the PRE Form should look like this (see below).**
7. Send the completed form to Tammy Voigt, Asst. to the President, for approval: tvoigt@msea.org.
The request will then be sent to the Office of the State Employer.

Member Name	date	dept	travel	meeting	travel	total	request #
Joe Smith	<u>2/21/2019</u>	SOM				8	
Joe Smith	<u>2/22/2019</u>	SOM				8	
Pete Jones	<u>2/22/2019</u>	OSE				8	

IMMEDIATELY AFTER YOUR MEETING, fill out another BBL1 Request Form.

1. Circle POST (after meeting)
2. Fill in the remainder of the meeting information
3. Fill in the names and hours of ACTUAL use. Example: Joe didn't make it to the meeting on Thursday at all, and Pete only attended for half a day. Therefore, the POST form would look like this (see below).

Member Name	date	dept	travel	meeting	travel	total	request #
Joe Smith	<u>2/21/2019</u>	SOM				0	
Joe Smith	<u>2/22/2019</u>	SOM				8	
Pete Jones	<u>2/22/2019</u>	OSE				4	

If they met with the Employer while here, that meeting time would be UN01.

If the meeting lasted 2 hours, then the POST Request Form would look like this (see below).

Member Name	date	dept	travel	meeting	travel	total	request #
Joe Smith	<u>2-21-2019</u>	SOM				0	
Joe Smith	<u>2-22-2019</u>	SOM		2		6	
Pete Jones	<u>2-22-2019</u>	OSE		2		2	

REMEMBER: It is the responsibility of the member to put in their correct leave time for payroll.

If you have any questions, contact MSEA Treasurer Randy Jecks:

C: (517) 582-0310

rjecks@msea.org