

APPENDIX 5
MOST REPRESENTATIVE LEAVE

The Maple Organization Support Team is requesting MOST Representative Leave for the following MOST Representative, at the following time:

MOST Representative: _____

Amount of Time to be Used (cannot be less than 30 minutes): _____

Date and Time: _____

Specific Purpose (describe in detail):

Days Available Contract Year: _____

Days Used Contract Year: _____

Days Requested: _____

Days Remaining Contract Year: _____

INFORMATION SET OUT ON THIS FORM ABOVE IS TRUE AND ACCURATE AND THE REPRESENTATIVE UTILIZING THE LEAVE IS ACTUALLY ENGAGED IN OFFICIAL BUSINESS.

MOST President: _____
(to be signed whether or not President using leave)

Date: _____

MOST Representative: _____
(to be used if other than President using leave)

Date: _____

Note: Days will be used in one-fourth (1/4th) day increments.