

**UNION OFFICIAL TIME REQUEST/APPROVAL FORM**

\_\_\_\_\_  
Union Representative's Name

\_\_\_\_\_  
Date

I request permission to leave my worksite for the purpose stated below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of representational activity:

\_\_\_\_\_ Union Initiated

\_\_\_\_\_ Estimated Time

\_\_\_\_\_ Management Initiated

\_\_\_\_\_ Employee Initiated

\_\_\_\_\_ Actual Time Used

\_\_\_\_\_

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Disapproved

Reasons for Disapproval:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Union Representative's Signature

\_\_\_\_\_  
Date

**NOTE: A copy of this form must be given to the Union Representative at the time of Approval/Disapproval.**