

1. Name of Supervisor

2. Union Official (Name, Title, Duty Station)

Pursuant to Article 7A - Official time is requested as follows:

3. Date/Time of Request

4. Date(s) Requested

5. Total # of Hours Expected

6. Activity Performed

7. Updated Phone #

8. Duty Location of Employee(s) being represented (Name/Title if Formal action has been initiated)

9. Endorsement by Supervisor

10. Date/Time

11. (Cross out one) Approved/Denied
If denied explain below

12. To the best of my knowledge this time will be/was used in accordance with Article 7A of the CBA.

13. Date/Time

(Signature of Union Official)

14. Final Endorsement as recorded on Time & Attendance Report:

15. Charge to Activity Code(s)

16. Date(s)

Total Hours Used

18. Remarks (Explain denial etc.)