This form is used for the request for time off for the purpose of conducting **Union Business**.

I hereby request that I be allowed time on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the time periods and purposes listed below. (Date)

I intend to visit the following facilities for the purpose specified and during the time period listed for each visit:

|  |
| --- |
| Location |
|  |
| Purpose |
|  |
| Date & Time |
|  |

Allowing for travel time, etc., I will need \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to complete my business. I

 (Length of time needed)

further state that I will check out and check in with my supervisor/manager in my department prior to and following the conclusion of this business.

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

Date of Application Applicant

|  |
| --- |
| Supervisor’s/Manager’s Comments |
|  |

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

Department Head Approval / Date Office of Human Resources / Date