

REQUEST FOR OFFICIAL TIME

Name: _____
(Please Print)

I request permission to leave my worksite to engage in the following activity as authorized by negotiated agreement:

Official Time to be Used on (Date):

From: **To:**

Number of Hours:

Time of Departure:

Time of Return:

Org Code Location of Union Business: (example: MC-MH) **OST**

Reason for Request of Official Time (enter appropriate code):

If applicable, name of represented employee's supervisor: Theresa Rowlett, working on telework policy

Time and Attendance Coding

LRT = Collective Bargaining Agreement Negotiations.

LRM = Midterm Negotiations.

LRG = Attending a Formal Meeting, Including an Investigation; Training; or Discussions Regarding Conditions of Employment.

LRD = Grievance, Arbitration or other Hearing(s).

Union Representative Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Request Approved: _____ Yes _____ No

If denied, state reason and mutually agreeable alternative time: