

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