ABSENCE FROM DUTY REQUEST

DATE_____

APPROVAL (IS) (IS NOT) GIVEN FOR UNION REPRESENTATIVE TO LEAVE HIS/HER REGULAR DUTIES TO TRANSACT APPROPRIATE BUSINESS.

If disapproved, reason:_____

_____ _____

Representative's Signature **Supervisor's Signature**

☐ **Unit Chairperson** ☐ **Union Representative** ☐ **Representative**

Destination (Code)	Bldg. No.	Est. Time	Time Left	Time Returned	Time Used

CHECK OR COMPLETE AS REQUIRED TO INDICATE NATURE OF BUSINESS

☐ **To consult or negotiate with the EMPLOYER pursuant to Article 3 of this agreement.**

☐ **To represent a UNIT employee(s) or act as the Union Representative during:**

- ☐ **The preparation of a grievance.**
- ☐ **The presentation of a grievance.**
- ☐ **The preparation of an Arbitration.**
- ☐ **The presentation of an Arbitration.**
- ☐ **The preparation of an MSPB.**
- ☐ **The presentation of an MSPB.**

☐ **To participate on a committee.**

☐ **To enter into problem resolving discussions with the EMPLOYERS with respect to matters affecting the employee's conditions of employment.**

☐ **As otherwise authorized by this agreement, regulations or the Act.**
(Cite Section of the Agreement, regulation or the Act.)_____

NETPDTC 12711/2 (Rev. 09-00)