

CWA Request for Union Time Form

For Union Steward or Union Official

INSTRUCTIONS: When a steward or union official is requesting union time the steward/union official will give an approximate amount of time. If a steward or union official is requesting union time, the request must state the purpose for the time and must state the destination. The employer may only deny a union time request for operational reasons or if the request is not in compliance with CBA. If the employer denies the request, they must include an explanation for the denial. Each request for union time should be considered on a case-by-case basis. Union time is applicable towards overtime.

This Section to filled out by Steward or Union Official:

Name: Last	First	Middle	Date of Request	Date of Union Time Needed
Time Requested:				
Location:				
Signature:			Date:	
Purpose:				
Article 2, Section 3:				
Grievances (Prep & Investigate)	<input type="checkbox"/>	Other: _____		<input type="checkbox"/>
Grievance Meetings _____	<input type="checkbox"/>			
Meetings agreed to with Mgt (Union Officials)	<input type="checkbox"/>			
Article 7				
Investigatory Interview	<input type="checkbox"/>			
Article 11				
Statewide Labor Management Committee	<input type="checkbox"/>			
Agency Labor Management Committee	<input type="checkbox"/>			
Article 19, Section 3:				
Mid Contract Bargaining	<input type="checkbox"/>			
Article 34, Section 2:				
Health and Safety Committeess	<input type="checkbox"/>			

This Section to be filled out by Management:

<input type="checkbox"/> Approved
<input type="checkbox"/> Disapproved (may only be for operational reasons or if the request is not in compliance with the CBA)
Signature: _____ Date: _____

Actual time used by Steward or Union Official

Human Resource Dept. (Internal Use)

Date: _____ Left Time: _____ AM/PM Return Time: _____ AM/PM Total Union Time Used : _____ Steward or Union Official Signature: _____ Date: _____	Total Hours Used: _____ Comments: _____ _____ Signature: _____ Date: _____
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