

# CWA - Employee Request for Union Time

Agency/Division  
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INSTRUCTIONS: Bargaining Unit (BU) Employees, means Employee, Steward, & Officer, should please complete this form to request time-off for approved union activities ("Union Time").

- Pursuant to the Collective Bargaining Agreement (CBA) the Employee must seek prior approval from their supervisor in order to take Union Time. The submission of this form is considered seeking prior approval.
- The Employee should provide: date of event, approximate amount of time to be spent, event location, and general purpose of the event.
- The employer may only deny a Union Time request for operational reasons or if the Employee is on overtime status. 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 and each case should be considered on its own merits. If disapproval necessitates an extension of time for processing a grievance, the time shall be tolled for the duration of the denial until union time is afforded to the Employee to investigate and process the grievance.
- Upon return to work, the Employee will log the actual date(s) and time(s) of the Union Time taken.

**Employee Name**

Last	First	Middle	Date of Request	Date of Union Time Needed
City:			Approx. Amt. of Time Requested:	

**PLEASE MARK AS APPLICABLE:**

<p><b>Grievances:</b></p> <input type="checkbox"/> Pre-Grievance discussion <input type="checkbox"/> Preparation <input type="checkbox"/> Meeting Face to Face <input type="checkbox"/> Process & Investigate (up to 4 hrs) <p><b>Discipline &amp; Appeal Process:</b></p> <input type="checkbox"/> Disciplinary Appeal Prep/Investigation (up to 4 hrs) <input type="checkbox"/> Disciplinary Appeal Hearing; Representing (up to 8 hrs) <input type="checkbox"/> Disciplinary Meetings—issuing discipline (LOR, NCA, NFA) <input type="checkbox"/> Disciplinary Response Preparation Time (up to 4hrs) <input type="checkbox"/> Oral Response Meeting (to NCA at F2F mtg) <p><b>Meetings Agreed to by the Parties:</b></p> <input type="checkbox"/> Attendance – (travel time is Union Time Code)	<p><b>Steward Shadowing</b>—for the purpose of mentoring/training, up to 2 union members may observe:</p> <input type="checkbox"/> Investigation Interviews <input type="checkbox"/> Oral Response Meetings (ORMs) <input type="checkbox"/> Face to Face (F2F) meetings <p><b>Investigatory Interview meetings:</b></p> <input type="checkbox"/> Target <input type="checkbox"/> Witness <input type="checkbox"/> Representative <p><b>Committees:</b></p> <input type="checkbox"/> Union assigned member (travel time is Union Time code) <p><b>LWOP Request:</b></p> <input type="checkbox"/> Written Request	<p><b>Steward Training:</b></p> <input type="checkbox"/> Steward Training: Full Day <input type="checkbox"/> Steward Training: Half Day <p><b>PELRB Hearing:</b></p> <input type="checkbox"/> Investigate and Represent (up to 8hrs) <p><b>Cross-Employer Representation:</b></p> <input type="checkbox"/> Representing <p><b>Position Assignment Review:</b></p> <input type="checkbox"/> Employee/Steward <p><b>Negotiations:</b></p> <input type="checkbox"/> Negotiating employer policy/employer relocations/CBA
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**Supervisor**

**Approved**

**Disapproved (Must provide explanation for disapproval, which may only be for operational reasons)** \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Employee**

Date Left: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Return Time: \_\_\_\_\_ AM/PM Total Time Used: \_\_\_\_\_

Pay Period Ending \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**Human Resources Department**

**Internal Use**

Total time Used: \_\_\_\_\_

Comments, if any: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Union Notification**

Email Date: \_\_\_\_\_

CWA: Megan Green [Megan.Green@CWA7076.org](mailto:Megan.Green@CWA7076.org)  
(Union Representative email)

Comments if any: \_\_\_\_\_