

REQUEST FOR OFFICIAL TIME
(CPAC is the proponent; the approving authority is AFGE)

INSTRUCTIONS: PLEASE COMPLETE BLOCKS 1-7

1. Name (Last, First, MI)				2. Organization	
3.	Month	Day	Hour	4. Location	5. Phone
FROM:					
TO:					

6. I hereby request Official Time for the following purpose:

<input type="checkbox"/> Meet with employee about a grievance.	<input type="checkbox"/> Represent employee in disciplinary action.
<input type="checkbox"/> Meet with employee about a disciplinary action.	<input type="checkbox"/> Present grievance to management.
<input type="checkbox"/> Appear as witness in a hearing.	<input type="checkbox"/> Appear as representative in a hearing.
<input type="checkbox"/> Negotiation session with management.	<input type="checkbox"/> Attend Weingarten meeting.
<input type="checkbox"/> Attend formal discussion.	
<input type="checkbox"/> Attend training of mutual benefit to management and labor; this does not count towards time limits.	
<input type="checkbox"/> Meeting called by management (e.g., PC, CA); this does not count towards time limits.	
<input type="checkbox"/> Other (specify):	

7. Remarks

OFFICIAL ACTION REQUEST

Approved

Rescheduled for the following Date and Time:

Name of Supervisor	Signature of Supervisor	Date
Name of Union Representative	Signature of Union Representative	Date

NOTE: A copy should be provided to the Union Representative and the Supervisor.