APPENDIX B: NAGE REQUEST FOR OFFICIAL TIME

INSTRUCTIONS
All Union representatives wishing to use official time will request the time using this form. Specific procedures for requesting, granting and denying offical time are addressed in the Official Time Article of the Master Agreement. Representational activity not covered by law or the Agreement shall be performed by the representative during non-duty hours or on approved leave.

UNION REPRESENTATIVE NAME:	# HOURS REQUESTED:	OFFICE/DEPARTMENT:
LOCATION, CONTACT INFORMATION AND ADDITIONAL COMMENTS: (you may continue on back of form)		

CATEGORY	PURPOSE (CHECK ALL THAT APPLY)
OT1	Communicating about matters covered under the Master Agreement with employee(s), other Union officials and Department officials, including Labor Management Forums
OT2	Preparing and investigating grievances, interviewing witnesses, preparing for arbitration, and meeting with Union representatives in connection with representational activity
OT3	Preparing to represent an employee, and representing an employee, in a statutory appeal process, including replies to the courts or administrative agencies such as FMCS, FSIP, or FLRA
OT4	Preparing to negotiate over mid-term issues
OT5	Preparing to participate in a FLRA investigation or hearing as a representative of the Union
OT6	Formal discussions
OT7	Representing employees at investigations as set forth in the Investigations Article of this Master Agreement
OT8	Grievance meetings
OT9	Arbitration hearings
OT10	Oral replies to disciplinary and adverse actions and actions based on unacceptable performance
OT11	Participation in mid-term negotiations
OT12	Training on labor-management relations

REPRESENTATIVE NAME:	TITLE:
REPRESENTATIVE SIGNATURE:	DATE:

SUPERVISOR ACTION ON REQUEST (Circle One):

APPROVED   DISAPPROVED (Provide reason below)

REASON FOR DISAPPROVAL:
(You may continue on back of form)

SUPERVISOR NAME:	
SUPERVISOR SIGNATURE:	DATE:
DEPARTURE TIME:	RETURN TIME:
TOTAL NUMBER OF HOURS APPROVED	