

## UNION RELEASE TIME FORM

All Union Release Time activity shall be requested on this form. **PLEASE NOTE: ONE (1) FORM MUST BE COMPLETED FOR EACH OCCURRENCE (MEETING).** All Union Release Time (Labor Code 09) and Training Release Time (Labor Code 49) must be recorded on time card with the designated labor code. This form will also permit verification of release time as required.

Union release time activities permitted in the Union Agreements may include: Representing employees in disciplinary proceedings; representing an employee in disputes involving interpretation of rules and regulations; the processing of grievances; attendance at scheduled meet and confer sessions; and meetings required by management. For detailed permitted activities, refer to the respective Union Agreement.

All requests for Union release time requires prior authorization. Union representatives **shall advise their supervisors at the earliest possible time** and, **except in emergency cases, no later than 48 hours in advance before leaving their work assignments.** In emergency situations that require the immediate attention of said representative, the representative shall notify a supervisor prior to leaving work. In all cases, the Union representative shall notify the supervisor or designee immediately upon his/her return to work so that the return time can be noted.

It is understood that representatives will not leave their work assignments without the approval of the supervisor and that such approval shall not be unreasonably denied. If the Supervisor denies the request, or asks that the time be rescheduled, s/he will note the reasons on this form. If the request is denied due to work scheduling priorities, the supervisor will meet with the employee to set a mutually agreeable time to accommodate the release time request.

<b>SECTION A: Union Representative to submit to Immediate Supervisor.</b>		
Name of Union Representative:		Union Local:
Check One: <input type="checkbox"/> Union Release Time (Labor Code 09) <input type="checkbox"/> Training Release Time (Labor Code 49) <input type="checkbox"/> Union Bank Time - Clerical (Labor Code UC) <input type="checkbox"/> Union Bank Time - Maintenance (Labor Code UM)		
Date of Meeting:	Time of Meeting:	Estimated Duration of Meeting (# of Hours)
Nature of Union Business:		
Destination: <i>(Specific location of meeting i.e., Dept./Division)</i>		
Name of Contact: <i>(Name of Division Manager/Supervisor or other person with whom you are meeting)</i>		
Telephone Number of Contact: <i>(phone number of person named in "Name of Contact")</i>		
Date Union Release Time Form Given to Supervisor:		Time Given to Supervisor:
<b>SECTION B: For Supervisor's Use Only</b>		
Date Request Received by Supervisor:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied (indicate reason below)
Reason for Denial:		

<b>SECTION C: Union Representative to complete #1, #2, &amp; #3 below on day of meeting and returns Original to Supervisor after the meeting.</b>		
1) Time Left Worksite for Meeting:	2) Time Returned to Worksite After Meeting:	3) Total Hours of Union Release Time:
Supervisor's Signature:		

**Note to Supervisor:** Attach the Original Union Release Time Form to the employee's time card. If the timecard was submitted prior to the meeting date, submit the Original to your Departmental Payroll Clerk with instructions to make the necessary Payroll adjustments.

**Distribution**

Original: Attach to Union Representative Time Card  
 Copy: Supervisor; Union Representative