

APPENDIX E—OFFICIAL TIME FOR REPS NOT ON 100%

**INSTRUCTIONS FOR SUPERVISORS**

Complete this form to document use of Official Time by a union representative

Category hours as identified in Section C should be recorded accurately in time keeping system

Use of Official Time is covered under the Master Labor Agreement (MLA). Procedures for requesting, granting and denying official time are addressed in Article 7 of the MLA

Representational activity not covered by law or the MLA shall be performed by the representative during non-duty hours

*SECTION A*

UNION REPRESENTATIVE NAME:	# HOURS REQUESTED:	OFFICE/SHOP:
DESTINATION:		

**SECTION B**

CATEGORY		PURPOSE (CHECK ALL THAT APPLY)
BA		TERM NEGOTIATIONS - Official time used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
BB		MID-TERM NEGOTIATIONS - Official time used to bargain over issues raised during the life of a term agreement i.e. local level negotiations.
BD		GENERAL LABOR-MANAGEMENT RELATIONS - Official time used for: meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.
BK		DISPUTE RESOLUTION - Official time used to process grievances up to and including arbitration and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA and EEOC and, as necessary, to the courts.

*SECTION C*

REPRESENTATIVE SIGNATURE:			DATE:	
SUPERVISOR ACTION ON REQUEST: <input type="checkbox"/> ROVED      D <input type="checkbox"/> PROVED (If disapproved, give reason)				
REASON FOR DISAPPROVAL:				
SUPERVISOR SIGNATURE:			DATE:	
TL # HOURS APPROVED		DEPARTURE TIME:		<u>Distribution:</u>  1 - Union Representative 1 - HRO/LER Br 1 - Time & Attendance Management System
CATEGORY		RETURN TIME:		
	BA			
	BB			
	BD			
	BK			