

REQUEST FOR TIME OUT FOR TRADE UNION DUTIES

Union Representatives Details

Name: _____
Email address _____
(Full) Telephone Number _____

Times Requested

Date(s) Requested Off: _____
Times Requested: Start _____ Finish _____

Reasons for Request

Please detail the reason for the request? _____
Example: attend disciplinary hearing, attend JSC, attend union training, etc.

The HR Adviser for this matter is _____

Authorisation for Time Out – to be completed by line manager.

- I approve the request for time off as detailed above.
- I am unable to approve the above request for time off. (The reason is):

Name of Line Manager: _____ Signed: _____

Date _____

Line Manager to give signed copy to Union Rep, send a copy to HR and keep copy of the form on management supervision file.

SAMPLE - DO NOT USE