

NFFE FL7 IAMAW

Official Time Release Form

Representative's Name: _____ Date: _____

Representative's Position: _____ Office Symbol: _____

Representative's Signature: _____

Representational Function(s) Being Performed

(All categories cumulatively apply to negotiated hours identified in Article 27 except as noted below*)

- Grievance Formal Discussion Pre-Grievance Investigation
 Arbitration Document Review Weingarten Meeting
 Safety Other Representation _____

* Training (separate block of official time hours per Article 27.1.d)

* Negotiations (per Article 4)

* Labor/Management meeting or training that does not count toward negotiated _____ official time hours, as identified in attached invitation(s)(per Article 27.3)

Estimated Departure: Date: _____ Time: _____

Estimated Return: Date: _____ Time: _____

Estimated Timekeeping Hours: _____

Government Vehicle Required for Travel (per Article 27.5) Yes No

Released

Not Released If representative will not be released as requested, when will the representative be released?

Date: _____ Time: _____

Reason not released: _____

Supervisor's Name Printed: _____

Supervisor's Signature: _____

Actual Timekeeping Hours: _____ Representative's Initials: _____

Supervisor's Initials: _____

Form Disposition: Upon completion of actual hours used, the Representative will route this form to the Supervisor who will provide a copy to Representative's timekeeper and the Labor Relations Specialist in CPAC. The timekeeper will file a copy of this completed form with time and attendance records.