

RECORD OF EXCUSED ABSENCE FOR REPRESENTATIONAL TIME

PART 1

EMPLOYEES SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE SYMBOL: \_\_\_\_\_ TOTAL TIME REQUESTED: \_\_\_\_\_ RELEASE TIME REQUESTED: \_\_\_\_\_ RELEASE DATE REQUESTED: \_\_\_\_\_

I hereby certify that the requested official time for Union representational time is true and accurate to the best of my knowledge and will only be used for the function requested.

PART 2 - FUNCTION FOR WHICH TIME IS NEEDED

- 5 USC 7131 (a) CONTRACT PROVISION ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_ (for notification only)
- 5 USC 7131 (c) STATUTORY PROVISION: 5 USC \_\_\_\_\_ (for notification only)
- 5 USC 7131 (d) (COMPLETE PART 3)

PART 3 - FOR USE WITH PART 2: 5 USC 7131 (d)

REPRESENTATIONAL FUNCTION: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

LOCATION AND PHONE NUMBER: \_\_\_\_\_

PART 4 - SUPERVISOR COMPLETES

TIME APPROVED \_\_\_\_\_ ALTERNATE DATE/TIME: \_\_\_\_\_  
 TIME DENIED \_\_\_\_\_

PART 5

EMPLOYEE'S INITIALS/TIME OUT: \_\_\_\_\_ IN: \_\_\_\_\_

SUPERVISOR'S INITIALS/TIME OUT: \_\_\_\_\_ IN: \_\_\_\_\_

WHITE COPY - PERSONNEL      PINK COPY - IMMEDIATE SUPERVISOR  
YELLOW COPY - UNION        BLUE COPY - TIA CLERK

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Appendix A

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REPRESENTATIONAL FUNCTION: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

LOCATION AND PHONE NUMBER: \_\_\_\_\_

PART 4 - SUPERVISOR COMPLETES

TIME APPROVED \_\_\_\_\_ ALTERNATE DATE/TIME: \_\_\_\_\_  
 TIME DENIED \_\_\_\_\_

PART 5

EMPLOYEE'S INITIALS/TIME OUT: \_\_\_\_\_ IN: \_\_\_\_\_

SUPERVISOR'S INITIALS/TIME OUT: \_\_\_\_\_ IN: \_\_\_\_\_

WHITE COPY - PERSONNEL      PINK COPY - IMMEDIATE SUPERVISOR  
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