

## UNION RELEASE TIME

07/06/04

STEWARD'S NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

REQUESTING TIME OFF ON: \_\_\_\_\_ FROM/TO: \_\_\_\_\_  
(Date) (Specific time including travel time)

LOCATION OF MEETING: \_\_\_\_\_

REASON FOR RELEASE TIME: Circle applicable reason. If 1-5 is circled, also indicate:

Employee's Supervisor's Name \_\_\_\_\_ Employing Unit \_\_\_\_\_

1. INVESTIGATORY OR PREDISCIPLINARY MEETING (4/9/2)
2. MEET WITH EMPLOYEE ABOUT POSSIBLE GRIEVANCE (4/8/1)
3. GRIEVANCE PROCESSING TIME (4/8/2)
4. PRE-FILING MEETING (4/8/3)
5. STEP 1 GRIEVANCE MEETING (4/8/3)
6. STEP 2 GRIEVANCE MEETING (4/8/3)
7. MEET WITH ANOTHER STEWARD FOR GRIEVANCE CONSULT (4/8/2)  
STEWARD'S NAME \_\_\_\_\_
8. LABOR/MANAGEMENT MEETING (11/2)
9. CAMPUS COMMITTEE (11/25) COMMITTEE NAME \_\_\_\_\_
10. UNION CONVENTION \* (2/6/1 – 2/6/4) such as Wisconsin State AFL-CIO; Wisconsin People
11. EDUCATIONAL CLASSES \* (2/6/3 – 2/6/9)
12. BARGAINING UNIT CONFERENCE \* (2/6/10)
13. LOCAL UNION MEETING \*\* (2/8/1 - 2/8/2) Advise supervisor if make-up time is wanted.
14. MONTHLY STEWARD MEETING \*\* (2/8/1 – 2/8/2) Advise supervisor if make-up time is wanted.
15. MONTHLY LOCAL UNION EXECUTIVE BOARD MEETING \*\* (2/8/1 – 2/8/2) Advise supervisor if make-up time is wanted.
16. LOCAL UNION ORIENTATION (2/14/1)
17. SPECIFY OTHER UNION ACTIVITY NOT LISTED ABOVE INCLUDING APPLICABLE CONTRACT SECTION \_\_\_\_\_

**NOTES:**

**No asterisk: If activity occurs during employee's scheduled work time, the activity is without loss of pay.**

**\* Ten-calendar-day advance notice whenever possible/five days if alternate. Employee may choose to charge time to vacation, holiday credits, compensatory time or leave without pay while continuing to earn benefit time.**

**\*\* Ten-day notice is required. Time is without pay while continuing to earn benefit time. If employee chooses to make up the time, time must be scheduled by supervisor during same workweek at regular rate of pay.**

July 6, 2004