

APPENDIX A: OFFICIAL TIME REPORT FOR UNION OFFICIALS NOT ON 100% OFFICIAL TIME

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 Consolidated Master Labor Agreement (CMLA). Procedures for requesting, granting, and denying official time are addressed in Article 7 of the CMLA. Representational activity not covered by law or the CMLA 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 during the life of a term agreement, e.g., 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 an 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, the courts.			
SECTION C					
REPRESENTATIVE SIGNATURE:				DATE	
SUPERVISOR ACTION ON REQUEST			APPROVE		DISAPPROVE
REASON FOR DISAPPROVAL:					
SUPERVISOR SIGNATURE:				DATE:	
TL # HOURS		DEPARTURE TIME:		DISTRIBUTION: 1 – Union Representative 1 – HRO/LER Branch 1 – Time & Attendance Management System	
APPROVED:		RETURN TIME:			
CATEGORY					
	BA				
	BB				
	BD				
	BK				