

Return this form to:
HR Service Center
hrservic@syr.edu
Phone 315.443.4042 Fax 315.443.1063
Skytop Office Bldg., Suite 101, Syracuse, NY 13244

Authorization will be subject to work requirements at time of the request, but will not be unreasonably withheld. Form must be completely filled out in order to be accepted. **Failure to obtain proper authorization to leave the job will result in disciplinary action as provided for in the work rules.**

Authorization to leave the job for Union Business is granted to:

Name (print): _____ Date of leave: _____

Time out: _____ Shift ends: _____ Destination: _____

Purpose: _____

Supervisor Signature _____ Date _____

Returned to Work

Time in: _____ Location: _____

Total time away from work site: _____

Steward Signature _____ Date _____

If the supervisor is not available report your return to work to appropriate office as follows:

Carrier Dome 3-4678	Library (Central) 3-5780	Materials Distribution 3-3172
Food Service 3-3557	Library (Law) 3-9571	Physical Plant 3-1234
HFSM 3-2246	Mail Room 3-2803	Steam Distribution Station 3-4188

Supervisor: When completed, FAX this form to Human Resources at 3-1522. Direct any questions regarding this process to the Staff Relations Specialist 3-2384.

APPENDIX D

Outline of procedures to be followed when Union representatives are required to leave their work to attend to Union business. The procedural requirements are:

1. Authorization to leave the job or to stop performing the job to go on Union business must be obtained in advance from the Union representative's supervisor.
2. Authorization may be obtained in person or by telephone but Union representatives are not to leave the job to seek out their supervisor to obtain such authorization. If the Union representatives are unable to contact their supervisor they must remain at work until such time as they are able to make contact.
3. The information requested on the Union Business Time Record Form (above) must be provided or authorization to leave the job will not be granted. If Union business is to be conducted at more than one location, or if more than one issue is to be discussed, all locations and/or reasons for Union business must be reported. The Union representative's supervisor will actually complete the form.
4. Upon completing Union business, the Union representatives for Physical Plant must telephone the Control Center at 3-1234 or 3-2272 and report the time and location of their return to work. If Union business extends beyond the end of the representative's scheduled shift, they should so report to their supervisor on the following workday.