

**APPENDIX E
UNION BUSINESS TIME RECORD FORM**

Authorization to Leave for Union Business is granted to:

Employee Name (Print): _____
Date of Leave: _____

Shift Start: _____
Shift End: _____

Purpose of Request:

Date Request Submitted: _____

Time Requested:

- Leave: _____
- Return: _____

Management Authorization

Authorized by:
Print Name _____
Signature _____
Title _____
Date _____

Return to Work Details

Date Returned: _____
Time Returned: _____

Work Location: _____
Total Time Away from Work Site: _____

Employee Signature: _____
Date: _____

Note: Authorization is subject to work requirements at the time of the request but will not be unreasonably withheld. The form must be fully completed to be accepted.

Failure to obtain proper authorization to leave the job may result in disciplinary action as outlined in the work rules.

Supervisor Instructions: Upon completion, scan and email this form to hrlaborrelations@syr.edu. For any inquiries regarding this process, contact the Head of Labor Relations at **3-9095**, or HR Shared Services at **3-4042** and request a transfer to Labor Relations.

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UNION BUSINESS PROCEDURES

Outlined below are the procedural requirements for Union representatives who need to leave their work duties for Union business:

1. Prior Authorization:

- Union representatives must obtain prior authorization from their supervisor before leaving their work duties for Union business.
- Authorization may be obtained in person or via telephone. However, representatives should not leave their job site to locate their supervisor for authorization.
- If unable to contact their supervisor, the representative must remain at work until authorization is granted.

2. Completion of Union Business Time Record Form:

- All requested information on the form must be completed before authorization is granted.
- If Union business involves multiple locations or multiple matters, all locations and topics must be listed.
- The Union representative's supervisor is responsible for completing the form.

3. Reporting Upon Return:

- Upon completion of Union business, representatives from Facilities must notify the Control Center at **3-1234** or **3-2272**, providing the time and location of their return.
- If Union business extends beyond the scheduled shift, the representative must report this to their supervisor on the next working day.