

CMAGE/CWA Local 4502

Check One:  President (Acting)  
 Vice President Acting  
 Representative

**CITY OF COLUMBUS  
CMAGE/CWA PRESIDENT/VICE PRESIDENT/REPRESENTATIVE  
REQUEST FOR LEAVE FOR UNION BUSINESS**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

In accordance with Article 4 of the Agreement, this completed document shall act as notification of and a request for authorization to absent myself from my regular job duties or worksite to conduct the Union business described below. (Representatives are reminded they are not to leave the worksite to conduct Union business).

Expected Date: \_\_\_\_\_ Expected Start \_\_\_\_\_ AM/PM Ending \_\_\_\_\_ AM/PM Destination & Phone \_\_\_\_\_

For The Purpose of:

\_\_\_\_\_ REPRESENTATIVE TRAINING  
\_\_\_\_\_ QWL DIVISION \_\_\_\_\_  
\_\_\_\_\_ DEPARTMENT \_\_\_\_\_

\_\_\_\_\_ Employee Contact

\_\_\_\_\_ Answer Telephone Inquiry \_\_\_\_\_ Management Inquiry by \_\_\_\_\_

\_\_\_\_\_ Complaint Investigation Issue: \_\_\_\_\_

Resolved? Yes \_\_\_ No \_\_\_ If no, Grievance No. assigned \_\_\_\_\_

\_\_\_\_\_ Representative of employee under investigation \_\_\_\_\_ Disciplinary Hearing

\_\_\_\_\_ Grievance Hearing Grievance No. \_\_\_\_\_ Step 1 \_\_\_ Step 2

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Check here if this form is submitted to document the cumulative time spent today responding to short phone inquiries or in-person conversations initiated by others. All other situations require prior approval of the supervisor.

\_\_\_\_\_  
President/Vice President/Representatives Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designated Management Representative

\_\_\_\_\_  
Date

Actual Hours Charged  
to Union Leave \_\_\_\_\_

President/Vice President(Acting)/  
Representative's  
Initials \_\_\_\_\_

Mgmt. Rep's  
Initials \_\_\_\_\_

Original: Immediate Supervisor forwards to Payroll  
Copy to: Union Representative

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