

EMPLOYEE REPRESENTATION RELEASE TIME RECORD

Name of Steward/Employee Representative _____

Employee Requesting Representation:

Reason: Grievance Discipline Appeal Meet & Confer

Time of Representation: _____ to _____

Employee Signature: _____ Date: _____

Employee's Supervisor: _____

Time of Request: _____

Release Time Approved: _____ to _____

Actual Release Time: _____ to _____

Supervisor's Signature: _____ Date: _____

Steward/Employee Representative Supervisor:

Time Request Made: _____ Date: _____

Time Granted: _____ to _____

Actual Time: _____ to _____

Supervisor's Signature: _____ Date: _____

Steward/Employee Representative Signature: _____ Date: _____