

1. Name of Supervisor	2. Union Official (<i>Name, Title, Duty Station</i>)
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Pursuant to Article 7A - Official time is requested as follows:

3. Date/Time of Request	4. Date(s) Requested	5. Total # of Hours Expected	6. Activity Performed
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7. Updated Phone #	8. Duty Location of Employee (s) being represented (<i>Name/Title if Formal action has been initiated</i>)
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9. Endorsement by Supervisor	10. Date/Time	11. (Cross out one) Approved/Denied <i>If denied explain below</i>
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12. To the best of my knowledge this time will be/was used in accordance with article 7A of the CBA. _____ (Signature of Union Official)	13. Date/Time
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14. Final Endorsement as recorded on Time & Attendance Report:	15. Charge to Activity Code(s)
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16. Date(s)	17. Total hours used
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18. Remarks (<i>Explain denial etc.</i>)
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