

Memo

To: _____

From: _____

Date: _____

Re: REQUEST FOR TIME OFF - UNION BUSINESS

I, _____ REQUEST PERMISSION FOR TIME
OFF FOR UNION BUSINESS OF THE FOLLOWING DATE(S) AND TIME (S);

DATE:

TIME:

SIGNATURE: _____

APPROVED BY:

SUPERVISOR: _____ DATE: _____
(signature)

Copy to : Supervisor

Employee _____

Payroll: _____ HR: _____