UNIVERSITY OF OREGON
MONTHLY SEIU UNION STEWARD
TIME REPORTING FORM

This form captures work time spent by SEIU stewards to process grievances and represent employees in investigatory or disciplinary meetings as provided for in Article 10, Section 9 (A-C), "Union Stewards Time Off" of the collective bargaining agreement.

Please submit the form monthly, no later than the 10th of the day of the month, to Human Resources at hrinfo@uoregon.edu to report activity, even if zero hours were spent on SEIU activity.

SUPERVISOR NAME: _____

DEPARTMENT: _____

STEWARD NAME: _____

MONTH/YEAR: _____

(Send report even if "0" hours were used on SEIU business)

DATE	TIME LEFT WORKPLACE	TIME RETURNED	TOTAL TIME ABSENT

TOTAL MINUTES FOR MONTH: _____

STEWARD SIGNATURE: _____

SUPERVISOR SIGNATURE: _____