Authorisation form – Time off for Trade Union Duties, Activities and Training Week commencing …………….

Name ……………………………………………………. Trade Union ………………………………………………… Contracted Hours…………………………….

Employee No. ……………………………………………………. Post / Base ………………………………………………..

|  | Date | Date | Date | Date | Date |
| --- | --- | --- | --- | --- | --- |
| Times  Detail  Code |  |  |  |  |  |
| Times  Detail  Code |  |  |  |  |  |
| Times  Detail  Code |  |  |  |  |  |
| Times  Detail  Code |  |  |  |  |  |

Signature ………………………………………………………. Date ……………………………………………….

Manager counter signatory ………………………………………………………. Date …………………………………………………

In providing this detail due regard will be made to the need of trade union representatives to maintain confidentiality.

If you are representing a member at a disciplinary / grievance hearing you should also state the name of the Hearing Officer / HR Officer as appropriate.

Key to time off Codes

**Corporate Time Off Codes**

| **Code** | **Description** | **Detail** |
| --- | --- | --- |
| Paid Absence |  |  |
| TUCON | TUCON - Consultation | Consultative Framework - CJC / DJC / H& S sub group, any sub groups e.g. Work streams - to include preparation, attendance, and follow up actions. Also, any consultation outside of this framework - e.g., reviews / restructurings / specific projects, Working Groups. |
| TUJEV | TUJEV – Job Evaluate | Job Evaluation to include attendance at panels, preparatory work and follow up actions. |
| TUCOF | TUCOF - Conference | Attendance at conference (in accordance with the agreement) |
| TUTRA | TUTRA - Training | Attendance on approved training courses (in accordance with the agreement) |
| TUREP | TUREP - Represent | Representing members to include attendance at meetings, preparatory work and follow up actions |
| TUSTE | TUSTE – Steward Meet | Attending stewards meetings - maximum 5 per annum |
| TUHAS | TUHAS - Inspections | H&S Inspections to include preparation, attendance and any follow up actions |
| TUULR | TUULR – Learning Rep | TU Learning Rep Duties |
| TUEOP | TUEOP – EO Observer | Equal Opportunities Observers |

| Unpaid Absence |  |
| --- | --- |
| Unpaid Trade Union Time Off | Unpaid trade union time off for other trade union activities |

Time recorded on this form should be inputted into SAP using the employee’s usual time recording process (e.g. employees self serve / time manager workplace / Manager self serve etc.). It will only be input by HR Services if they also input the employees usual working time. In this case, forward on completion to HR Services, John Hadfield House, Dale Road, Matlock, DE4 3RD.