

**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: _____