National Institutes of Health
Turning Discovery Into Health

Request for Approval of Official Time

To: _____
Supervisor or Leave Approving Official

From: _____ AFGE L2419
Representative's Name Union

Subject: **Official Time Request for Union-Related Activity**
The above-listed representative is requesting to schedule official time in accordance with the Parties' Negotiated Agreement and the Federal Service Labor-Management Relations Statute.

Date(s) of Representational Activity Requested	Start and End Time of Activity Requested	Person/Location	Approximate Number of Hours	Actual Hours

		Statutory Time	Bank Time
Category I - Negotiations			
A. Contract, Renegotiations, or Reopened Negotiations	A.		
B. Mid-term Negotiations (impact and implementation)	B.		
Category II - Proceedings			
A. ULP	A.		
B. FLRA	B.		
C. Impasse	C.		
D. Other Statutory Activities	D.		
Category III - Ongoing Labor-Management Relationship			
A. NIH Partnership	A.		
1. Partnership Meeting	1.		
2. Sub-committee	2.		
3. All other activities	3.		
4. Combination of above	4.		
B. Health and Safety Matters	B.		
C. All Other (e.g. Commenting on drafts or regulations, union rep. training, consultation, or discussions)	C.		
Category IV - Representational and Other Functions			
A. Discrimination Complaints (including pre-complaints)	A.		
B. Grievances or Arbitration	B.		
C. Disciplinary and Adverse Actions (MSPB appeals)	C.		
D. Travel Time	D.		
E. Combination of above	E.		
F. Legislative Activities	F.		

Other Comments: _____

Requestor's Signature: _____ Date: _____

Decision: ☐ Approved ☐ Denied

If denied, why? _____

Supervisor's Signature _____ Date: _____