

UNITED AIRLINES UNION BUSINESS TRACKING
INTERNATIONAL ASSOCIATION OF MACHINISTS & AEOSPACE WORKERS

This form is required to account for time spent on union business by IAM employees, and must be retained for Division accounting of Union time.

Please select type of business: Union Contract Work, District, or Local Lodge Time

Union Contract Work (reference business tracking chart for further guidance)

District Lodge Business (Meetings, Conventions, Negotiations)

Local Lodge Business (time requested is at management discretion for any activity that is Local Lodge generated work during normal working hours)

Employee ID of employee requesting Union Time:

Print employee name:

Co Address: Personal Phone:

Type of Activity: Description of activities during Union time away from work duties

Date Submitted: Date for time requested:

Time From:

Time To: Total Time:

NOTE: Pay all Union time at straight time only, DO NOT pay any Union time as overtime.

Use these codes to complete the table to the right

eTA Code	Union Business Reason
C1	Safety
C2	Contractual Work
C3	District Work
C4	Local Lodge Work

X

Employee Signature

X

Union Rep Signature

Day	Date	Hours	Reason Code
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Total Hours		<input type="text"/>	