



Canadian Airways Lodge No. 764

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

HEAD OFFICE: 7980 RIVER ROAD, RICHMOND, B.C. V6X 1X7
TEL: (604) 273-9668 FAX: (604) 273-9670

TIME CLEARANCE REQUEST FORM

This form must be completed when applying for time off to attend to Union Business for Lodge 764. It is mandatory that you fill out all the information completely in order for the Lodge offices to be able to process your request(s) in a timely manner.

Note: We require a minimum of ten calendar days notice, in writing, to be able to meet the contractual obligations with the Employer(s).

Name: _____

Work Phone #: _____ Home Phone #: _____

Employer / Dept. _____ Employee #: _____

Purpose of Union Business: _____

Date(s) of Union Business: _____

Date(s) requested for Time Clearance: _____

Total Days & Hours Requested: Days _____ Hours _____

Days/Hours spent on Regular Rest Days: _____

Manager/Team Leader/Supervisor: _____

Title: _____ Mail Drop: _____

Phone Number: _____ Fax Number: _____

Union Authorization: _____
(Executive Member)

This form must be completed in full and faxed or mailed to the Local Lodge 764 offices:
Fax: (604) 273-9670 or Mail Drop: YVR 3250

Attention: Penny Hatsispiru, Administrative Assistant to Local Lodge 764.