Union Representative & Bargaining Unit Employee (BUE) Request for Official Time Form

INSTRUCTIONS

This form is provided for the union representatives and BUE's without access to VA-issued computer equipment or access to the VA Time and Attendance System (VATAS) to request the use of Official Time. Specific procedures for requesting, approving and denying Official Time are addressed in VA Notice 20-02, Use of VA Time and Attendance System for Requesting, Approving, Recording and Tracking Taxpayer Funded Union Time in VATAS. The representational activity may not begin until the appropriate supervisory authority has approved and signed this form. Representational activity not covered by Executive Order 13837 shall be performed by the requestor during non-duty hours or on approved leave.

Union Representative or BUE Name:	Office/Department:	Telephone Number During Official Time:

Official Time Location:	Start/End Date(s):	Start/End Time(s):	Number of Hours:

VATAS Codes		OFFICIAL TIME ACTIVITY (CHECK ALL THAT APPLY)
BA Term Negotiations		OPM defines this category as official time used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
BB Mid-Term Negotiations		OPM identifies this category as official time used to bargain over issues raised during the life of a term agreement.
BD Labor/Management Relationship		OPM defines this category as official time used for meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews. This is 5 USC 7131(d) time and would cover more than just formal discussions.
BK Grievance and Appeals**		OPM defines this category as official time used to process grievances up to and including arbitrations and to process appeals. ****Denotes the code is used by a BUE, not for representational purposes. Used by union representatives solely for appearances before the Federal Labor Relations Authority (FLRA).**

Other Reason for Use of Official Time (if not listed above):

Representative or BUE Name:	Title:
Representative or BUE Signature:	Date:

Supervisory Action on Request: (Circle One) **APPROVED** **DISAPPROVED** **(Provide reason in space below)**

Supervisor Name:	Title:

Attachment A