

**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 10<sup>th</sup> of the day of the month, to Human Resources at [uoelr@uoregon.edu](mailto:uoelr@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:** \_\_\_\_\_