MARKOFF TIME SHEET

NAME _____

EMPLOYEE SIGNATURE _____

PAYROLL DATE _____

HOURLY RATE _____

***CODES**

GEN = GENERAL
ARB = GRIEVANCE/ARBITRATION
NEG = NEGOTIATIONS
POL = POLITICAL

DATE	LOST HOURS	CODE	REASON FOR MARKOFF (GIVE DETAILS AND LIST ONLY ONE ISSUE PER LINE)

Please check off your RDOs:

Sunday ☐ **Monday** ☐ **Tuesday** ☐ **Wednesday** ☐ **Thursday** ☐ **Friday** ☐ **Saturday** ☐

*****The Union only reimburses actual time lost for regularly scheduled work to conduct Union business. This mark off must be pre approved by the President. By signing this document with the request for pay you are verifying all of the criteria has been met.*****

Approved:

_____ _____

President Financial Secretary-Treasurer

Date of Check _____ **Check Number** _____ **Amount** _____