

MANDATORY IF TIME OFF IS REQUIRED

(excluding LBED)

NEW: If you are scheduled to work and will require time off to attend the Region 3 Educational the following information must be provided. In order for wages to be reimbursed, a time off letter **must** be requested, even if not required by the employer.

TIME OFF REQUEST

LOCAL: _____ UNION # _____

Name: _____
Last First

Home Address: _____
Street City Postal Code

Phone Numbers: _____
Home Business

E-Mail: _____

Employer: _____

Supervisor: _____ Title: _____

Department: _____ Email: _____

Date(s) & shift(s) required off to attend educational: (***Please include shift start & end times***)

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

**** IMPORTANT:** Deadline for Application to reach the **ORILLIA** Regional Office

(FAX 705-325-0821) or email: nbayliss@opseu.org is Thursday, December 19, 2019 by 4:30 pm