

**Time off for Trade Union Representatives to attend training: Request Form**

The University may grant basic paid time off for union training provided this is reasonable and planned to minimise the impact on the operation of the University’s business. An accredited representative requesting time off for training should seek prior approval from their line manager and Human Resources (using this form), giving as much notice as possible. Approval must be given by both the management of the Service/College and HR before attending the course.

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| College/Service |  |
| Contact Details (email + telephone) |  |
| Trade Union | UCU Unite Unison |
| Trade Union Role/Position |  |
| Term of Office (as trade union rep.) |  |
| Working Pattern |  |

|  |  |
| --- | --- |
| Course Title |  |
| Course Date(s) |  |
| Course Duration |  |
| Course Venue |  |
| Brief Course Content (or attach details) |  |
| Alternative Dates (if available) |  |
| Is the training approved by the trade union you represent? | Yes No |
| How many days off are being requested to attend the training? |  |

|  |  |
| --- | --- |
| Signed | Date of request |

|  |  |
| --- | --- |
| Name of Line Manager |  |
| Position |  |
| Request approved by Line Manager | Yes No |
| Comments |  |
| Signature of Line Manager |  |
| Date |  |

Please forward the completed form to [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk)

|  |  |
| --- | --- |
| Request approved by HR | Yes No |
| Signature of Director of HR or Designate |  |
| Date |  |

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