



United Airlines Union Business Tracking

International Association Of Machinists and Aerospace Workers

This form is required to account for time spent on Union business by IAM employees, and must be retained for Division accounting of Union time.

Please select type of business: Union Contract Work, District, or Local Lodge Time

- ☐ **Union Contract Work** (Reference Business Tracking chart for further guidance)
- ☐ **District Lodge Business** (Negotiations, Arbitration and District Lodge requested activity)
- ☐ **Local Lodge Business** (Time requested is at management discretion for any activity that is Local Lodge generated work during normal working hours, includes DL approved training)

Employee ID of Employee Requesting Union Time: _____

Print employee name: _____ Personal phone: _____

Co. address: _____

Type of activity (Description of activities during Union time away from work duties including names of participants):

Date and time request submitted: _____ Date for which Time Requested: _____

Time from: _____ To: _____ Total amount of time: _____

NOTE: Pay all Union time at Straight Time only. **Do not** pay any Union time as Overtime.

Date logged into tracking systems: _____ By Whom: _____ Reason code: _____

Use these codes to complete the table to the right.

Code	Union Business Reason
1	Union Contract Work
2	IAM District Lodge Work
3	IAM Local Lodge Work

Charge to the following accounts depending on whether it is District or Local Business:

Union contract work (Category 1): 5857563010

District lodge business (Category2): 6107743010

Local lodge business (Category 3): 5857560370

Date	Hours	Reason Code	Date	Hours	Reason Code
Sun			Sun		
Mon			Mon		
Tue			Tue		
Wed			Wed		
Thu			Thu		
Fri			Fri		
Sat			Sat		
				Total hours:	

Employee signature: _____ Date: _____

Print Employee signature: _____ Date: _____

Local/District lodge Authorization: _____ Date: _____

A signature on this form of an IAM representative authorizes United Airlines to charge the IAM for the amount of time specified above.

Company authorizer: _____ Date: _____