Record of paid time off for TU representatives Period: 1/4/19 to 31/3/20

Name of representative _____

Date	Number of hours – to nearest 0.25	Reason – please use the reason descriptions as set out in box set out below

Reason
TU Training
Health & Safety inc training
Learning rep
Employee relations support
Trade union activities – branch, area or regional meetings, meetings of the TU Executive committee, annual conference or meetings with Full Time Officials to discuss workplace matters