

No. \_\_\_\_\_

### Union Business Authorization for IAM/TWU Represented Employees

To be completed by employee:

Employee Name (Print): \_\_\_\_\_ AA ID \_\_\_\_\_

Dept/City: \_\_\_\_\_ Classification: \_\_\_\_\_ Shift: \_\_\_\_\_

Time Code Requested:

UB-PD-BIL (Billable back to the union)

UB-UNP (Employee unpaid and paid by the union)

**Timekeeper Attention:** When coding in Workbrain entering a COMMENT is REQUIRED by day with Explanation of Business and Approving Manager name from below:

| Day       | Date | Hours | Explanation of Business |
|-----------|------|-------|-------------------------|
| Monday    |      |       |                         |
| Tuesday   |      |       |                         |
| Wednesday |      |       |                         |
| Thursday  |      |       |                         |
| Friday    |      |       |                         |
| Saturday  |      |       |                         |
| Sunday    |      |       |                         |
| Monday    |      |       |                         |
| Tuesday   |      |       |                         |
| Wednesday |      |       |                         |
| Thursday  |      |       |                         |
| Friday    |      |       |                         |
| Saturday  |      |       |                         |

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has the right to approve or deny this request based on needs of service

Approved  Denied

**Manager:**

(Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, the IAM/TWU agent authorized American Airlines to invoice the designated IAM Lodge District Lodge or TWU Local.

IAM Local Lodge  IAM District Lodge  TWU Local  TWU District

**IAM Local or District Authorization:**

(Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TWU Local or District Authorization:**

(Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_