



association of university and college employees

22 February 1984

TO: ALL COMMITTEE MEMBERS
FROM: PATRICIA HOUSE

Please fill in the following questionnaire and return to the Union Office as soon as possible.

We are encountering great difficulty in setting up committee meetings and this might make things easier.

My name is _____ Home No. _____
Work No. _____

Person in Department to whom
Leave of absence requests
Should be directed _____

My hours of work are _____

I am on 9 day fortnight _____

4 day week _____

5 day week _____

other _____

My regular day off is _____

I am available for meetings (check as many as apply)

in evenings _____

immediately
after work _____

during
working
hours (with
union leave) _____

I have scheduled vacation for the following dates _____

Other comments (I would particularly appreciate knowing what are good or bad days for you) e.g. if there is a particular day it is impossible for you to leave your office).

