



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).

\_\_\_\_\_  
\_\_\_\_\_