



**INTERNATIONAL ASSOCIATION of MACHINISTS
and AEROSPACE WORKERS**

LOCAL LODGE 2508 • P.O. BOX 622075 • ORLANDO, FLORIDA 32862

LOCAL LODGE MISSED MEETING EXCUSE FORM

NAME (PRINT) _____ SIGNATURE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

IAM BOOK NUMBER _____ EMPLOYER _____

OFFICE HELD (IF ANY) PRESIDENT _____ VICE-PRESIDENT _____ TRUSTEE _____

RECORDING SECRETARY _____ SECRETARY/TREASURER _____ COMMITTEE CHAIR _____

COMMITTEE _____ SHOP STEWARD _____ LOCAL LODGE MEMBER _____

DATE OF MEETING TO BE MISSED: _____

REASON FOR ABSENCE (CHECK ONE)

ILLNESS/OJI _____ VACATION/DAT/PH _____ UNION BUSINESS _____

WORKING (REGULAR HOURS ONLY) _____ START TIME _____ UNTIL _____ DAYS OFF _____

OTHER DESCRIBE _____

Working of overtime *WILL NOT BE* an approved reason for missing a Local Lodge meeting. The exemption would be if you are **REQUIRED** to work **MANDATORY** overtime. This must be verifiable and will require a signed letter by your Supervisor, on company stationery, stating the date and hours of mandatory overtime. **NO EXCEPTIONS!**

This form **MUST** be completed and given to any Committee Person or Shop Steward prior to the Executive Board meeting for the meeting that will be missed. In the event of an illness or emergency, this form must be submitted within seven (7) days from the meeting.

I, _____ have verified _____ cannot verify _____ the above excuse and present this before the Executive Board of Local Lodge 2508.

_____ APPROVED _____ DENIED DATE: _____

SIGNATURE: _____ TITLE OF OFFICER: _____

UPDATED January 28, 2011

