



UNIT MEETING SIGN-IN SHEET

UNIT:		MEETING DATE :	
UNIT SECRETARY:		LOCATION:	

Name (Please print)	Signature
Absent-Excused (Please print)	Absent-Excused (Please print)

Reasons for excusable absence are 1) Union activities, 2) working hours, 3) service in the armed forces of Canada or the United States, 4) sickness which confines, 5) death in the immediate family or 6) jury duty

Unit Secretaries should submit their Unit Meeting Sign-In Sheet and Unit Meeting Minutes directly to their Unit's Local Union Representative soon after the conclusion of the meeting.