

**Example
Union X**

Shop Stewards	Persal Number	Shop stewards entitlement	Pooled entitlement (for all Union X shop stewards use)	Total days used by Shop Steward	Pooled entitlement remaining
			75	29	46
Shop steward A	12345678	15		5	
Shop steward B	12345678	15		7	
Shop steward C	12345678	15		17	
Shop steward D	12345678	15		0	
Shop steward E	12345678	15		0	

**Example
Union X Shop Steward A**

Shop steward A Persal 12345678	Period of absence	Total days used per absence	Purpose of absence
	22-23 January 2015	2	Meeting DBC
	26-27 February 2015	2	Meeting DBC
	18-Mar-15	1	Arbitration hearing of Ms X
Total used to date		5	

**Example
Union X Shop Steward B**

Shop steward B Persal 12345678	Period of absence	Total days used per absence	Purpose of absence
	22-23 January 2015	2	Meeting DBC
	26-27 February 2015	2	Meeting DBC
	18-Mar-15	1	Arbitration hearing of Ms X
	20-Apr-15	1	Chaired PSA member meeting
	28-May-15	1	Attend PSA Branch meeting
Total used to date		7	

**Example
Union X Shop Steward C**

Shop steward C Persal 12345678	Period of absence	Total days used per absence	Purpose of absence
	12-13 January 2015	2	Arbitration hearing of Ms Y
	22-23 January 2015	2	Meeting DBC
	4-5 February 2015	2	Observer interviews
	17-18 February 2015	2	Arbitration hearing
	26-27 February 2015	2	Meeting DBC
	18-Mar-15	1	Arbitration hearing of Ms X
	16-17 April 2015	3	Disciplinary hearing of Mr Y
	23-24 April 2015	2	Meeting DBC
	13-May-15	1	Arbitration hearing of Ms X
	28-29 May 2015	2	Meeting DBC
Total used to date		17	

Example
Union X Shop Steward D

Shop steward D Persal 12345678	Period of absence	Total days used per absence	Purpose of absence
Total used to date		0	

**Example
Union Y**

Shop Stewards	Persal Number	Shop stewards entitlement	Pooled entitlement (for all Union X shop stewards use)	Total days used by Shop Steward	Pooled entitlement remaining
			75	0	75
Shop steward A	12345678	15		0	
Shop steward B	12345678	15		0	
Shop steward C	12345678	15		0	
Shop steward D	12345678	15		0	
Shop steward E	12345678	15		0	

