

DARLINGTON SCHOOL FORUM
TRADE UNION DUTIES AND ACTIVITIES RECORDING FORM

Personal Details (Trade Union Rep)	
Name	
Job Title	
Trade Union Position held	

Employer Details	
Employer	
Authorising Manager	

Date & Start time	Date & End time	Total amount of time away from work	Brief Outline of Trade Union duty/activity *	Rate	Funding requested

I can confirm that the above Union representative is an employee of and has been absent from work for the above listed trade union duties as the local trade union representative. I can confirm that the absence from work was in support of a member(s) employed within a Darlington state funded educational establishment. I confirm that the above information is correct upon which the claim is being made.

Signed Position

Darlington School Forum has a budget for Union Facilities time. This budget allows schools in Darlington to make claims for funding where a member of their staff has been away from their position on union duties/activities, in order that backfill arrangements can be made.

*Union duties/activities include where the member of staff is a designated union rep and is providing support to a union member. (For example a disciplinary).
 The facilities budget does not fund union representative's time out of work for non Darlington school issues or any political purpose. Payments are made to the employer in order for backfill, no payments are made to the union.
 Payment is capped at the M6 (plus on costs) rate.