

# Communications

LOCAL 1118  
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ALBANY, NEW YORK 12205  
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## Workers of America

AFL-CIO

Foreman: \_\_\_\_\_

As provided for in Article 35 of the current Collective Bargaining Agreement with Verizon, I hereby request to inspect any and all entries in my Personal file with respect to absence and tardiness.

This information includes but is not limited to the following:

My "Employee Absence/Tardiness Record" or G550/1477 and G550A/1447A forms including foreman's notations.

My "Employee FMLA Tracking Sheet" or G550B/1477B forms including foreman's notations.

What "step" of the Absence Control Plan I am currently on (if any) including date(s) of retrogression from such step(s).

If any steps are "extended steps" or "disability steps" including dates of retrogression from such steps.

Thank you!

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Employee Records Center Request Form</b>	<b>Date:</b> _____
<b>Requested By</b> (person making the request)	
Name: _____	Dept: _____
Title: _____	Phone No: _____
Mail Code: _____	Fax No: _____
<b>Request For</b> (employee file needed)	
Employee Name: _____	
Social Security No: _____	
<b>Type of Request</b> (select one)	
<input type="checkbox"/> Copy Entire Personnel File:	
State Reason: _____	
_____	
<input type="checkbox"/> Copy Document(s) (specify type(s) of document(s)):	
State Reason: _____	
_____	
<input type="checkbox"/> Other Request:	
State Reason: _____	
_____	
_____	
Additional Comments: _____	
_____	
_____	
<b>Return Requested Information</b> (select one)	
Mail Code: _____	Fax No: _____
Mailing Address: _____	*Overnight Mail Account No: _____
_____	_____
*Requesting department must supply their overnight mail account numbers for rush requests. The ESC will not pay for rush and/or overnight mail.	

*Fax the completed form to the Employee Records Center at 214-285-1744*

For Records Use Only	
Date Received: _____	Processed By: _____
Date Processed: _____	Comments: _____