

NEED HOURS? STEPS FOR GETTING MORE HOURS 🕒

Must Do:

- ✓ **Make a verbal request for additional hours.** If your request is denied, ask your manager “why?” Be sure to document their response.
- ✓ **Put your desire for more hours in writing.** (Article 3.7.1 based on King/Snohomish contract or Article 5.07 for King/Sno/Kitsap GM contract)
 - » **Check your contract,** the Article number may be different depending on the contract and county.
 - » **Fill out the card below and give it to your store manager.** (Section number might be different depending on contract)
- ✓ **Contact your Steward or Union Representative at 1-800-732-1188.**

Should Do:

- ✓ **Put in a request with your manager for cross training for all positions within your appendix.**
- ✓ **Use LOU #2 Permanent Job Opening and put in your request for a position that is getting 40 hours.** (based on King/Snohomish Grocery contract, check your contract depending on region and county @ ufcw3000.org/find-a-contract)
- ✓ **If you are a Helper Clerk, Wrapper or Service Counter, request a Checker or Cutter position** (you have first consideration over a new hire). Make sure you document your request and if denied ask management for specific reasons on why they denied your request.
- ✓ **If you are eligible for partial unemployment benefits, apply at www.esd.wa.gov or call 1-800-318-6022.**

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REQUEST FOR MORE HOURS

Name _____ Date _____

Signature _____

_____._____._____. Available Hours **UFCW3000**

- Per Available Hours Section __. __, I am requesting any and all available hours up to 40 per week.
- Please consider this notice a request for any and all trainings within my appendix.

**Check all boxes that apply and make a copy for your records.*

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