

Date:

To: *(Manager)*

From: *(You)*

Re: Communicating for Safety 2025 (September 15-17)

This memorandum serves as a request for a release on excused absence in order to attend the 2025 Communicating for Safety Conference.

My request for release on excused absence includes the following dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This request is made in accordance with (*Choose One*)

Article 29 Section 7 of the ATCS CBA (Slate Book)  
Article 29 Section 6 of the Consolidated CBA (Indigo Book)

Article 29 Section 6 of the Multi-Units CBA.

Sincerely,

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_