

## **EXCESS LAY REPORTING FORM**

(completed form to be forwarded to your respective BLE/UTU Rep)

POOL \_\_\_\_\_

DATE \_\_\_\_\_

ARRIVAL / OFF DUTY TIME \_\_\_\_\_

TIME RETURN TRAIN  
VOICED ON LINE UP  
(please complete line up  
discrepancy form ) \_\_\_\_\_

TRAIN AND TIME  
ACTUALLY ORDERED ON  
(please complete line up  
discrepancy form) \_\_\_\_\_

TOTAL EXCESS LAY ACCRUED \_\_\_\_\_

Completed forms may be forward to your respective representatives via OCS mail, fax or at your monthly meeting.

UTU FORMS may be faxed to 705 745 7818 (J.D.Campbell)

BLE FORMS may be faxed to 905 665 9301 (R.F.Hewitt)

In order for your voice to be heard it is imperative that all use this form and process.