

# 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.** Put your desire for more hours in writing.
  - » **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.**
- ✔ **Reference the Permanent Job Opening and put in your request for a position that is getting 40 hours.** (Check your contract @ [ufcw3000.org/find-a-contract](http://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 @ [esd.wa.gov](http://esd.wa.gov) or 1-800-318-6022 (WA), @ [labor.idaho.gov](http://labor.idaho.gov) or 208-332-8942 (ID), @ [unemployment.oregon.gov](http://unemployment.oregon.gov) or 1-877-345-3484 (OR).

# 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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