

# Request for Secretarial Privilege

Last name ..... Position ..... Employee No .....

First name ..... Department ..... Request No .....

To be completed by the secretary requesting the privilege:

Detail the privilege being requested:

Detail the benefit that permitting the privilege would bring to the superior:

Detail the cost that permitting the privilege would incur to the superior:

- I believe that my conduct warrants the privilege                       The request is retrospective

I accept that my superior's decision is final and agree to abide by it without complaint or argument.

..... .. / .. / ..  
print name                      signature                      date

---

To be completed by the secretary's superior:

- I permit the privilege, subject to the conditions below  
 I do NOT permit the privilege, for the reasons below

Conditions or reasons (optional)

..... .. / .. / ..  
signature                      date