

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