

**American Federal of Government Employees
Local**

MEMORANDUM

Date:

To:

From:

Subject: Request for Attendance at a Smoking Cessation Class

In accordance with Article 9, Section 16 of the National Agreement, requests to participate in a smoking cessation program during duty hours.

It is understood that the cost of this program will be paid by the agency. Classes should be offered on the clock unless none are available.

Please provide me with a list of classes available during duty hours by Close of Business . If none are available during duty hours, please provide written notice and a list of classes available on off duty hours.

I will recontact you once I have consulted with the employee on their preferences and work out a schedule for the employee's attendance.