

# Seniority and Lateral Date Change Form

## Complete & Return To:

**PHYSICAL:** Ralph Trentadue (Email [Trentadue@ibewlocal15.org](mailto:Trentadue@ibewlocal15.org) / Fax: 630-515-0835)

**CLERICAL:** Mike Freeman (Email: [Freeman@ibewlocal15.org](mailto:Freeman@ibewlocal15.org) / Fax: 630-515-0835)

Name of Employee: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**(This is a required field. If you do not list a phone number where we can contact you - your change may not be processed.)**

Employee ID# \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Service Date: \_\_\_\_\_

Correct Seniority Date: \_\_\_\_\_

Incorrect Seniority Date: \_\_\_\_\_ Per Seniority List Dated: \_\_\_\_\_

Correct Lateral Date: \_\_\_\_\_

Incorrect Lateral Date: \_\_\_\_\_ Per Seniority List Dated: \_\_\_\_\_

Explanation of Changes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Union Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Change Requested: \_\_\_\_\_

Company Rep Notified of Change: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 11/17/09