

American Postal Workers Union

Portland Maine Area Local 458
PO Box 6800
Scarborough, ME 04070-6800



Phone: 207-883-4003
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Improper excessing

Please use hours & minutes (12:01 am-11:59 pm)

Employee that was excessed

Sent to

Backfilled by

Time From/To

The above observation was made by:

Print Name: _____

Signature: _____

Date: _____

Office/Location: _____