

REQUEST FOR STEWARD TIME

TO: _____, Supervisor FROM: _____, Shop Steward /NALC Branch _____

DATE RECEIVED BY MANAGEMENT: ___/___/___ DELIVERED TO: _____

Under Article 17 of the a grievance regarding:National Agreement, I request that time be made available to me to investigate or process _____

I believe the amount of time that I will need will be approximately _____

Article 17.3 of the National Agreement provides:

"When it is necessary for a steward to leave his/her work area to investigate and adjust grievances or to investigate a specific problem to determine whether to file a grievance, the steward shall request permission from the immediate supervisor and such request shall not be unreasonably denied"

JCAM Page 17-5

If management delays a steward from investigating a grievance, it should inform the steward of the reasons for the delay and also of when time will be available. Likewise, the steward has an obligation to request additional time and give the reasons why it is needed. (Step 4, NC-C16045, November 22, 1978, M-00127).

M-00458 Regional Letter (Charters)

March 10, 1977

In most cases, the grievant and steward should be able to discuss the grievance without delay but 95 percent of the time with no more than a two-hour delay. While circumstances will sometimes necessitate a delay of more than two hours, normally the delay should not extend beyond the tour of duty in which the request is made. This determination will be based on the availability of the parties involved and service conditions.

Thank you for your cooperation.

Shop Steward / Branch Officer _____

Time will be made available on ___/___/___ at _____ am/pm
Date Time

Supervisor's Signature: _____

