



National Association of Letter Carriers Gate City Branch 5

Request for Steward Time

Date of Request: _____ **Submitted to:** _____

Incident being Investigated: _____

In accordance with Article 17, Section 3 of the National Agreement, We request that the Steward named below be allowed time on the clock to investigate in order to determine if a grievance exists, or to process and adjust such grievance. The amount of time requested below is the Steward's current estimate of reasonable amounts of time needed based on the issues involved, the amount of data to be reviewed and the witnesses to be interviewed. As it is the responsibility of the Union and Management to arrive at a mutual decision as to when this time will be allowed, we are requesting that you contact the Steward as soon as possible to make such arrangements. If the Steward time must be delayed beyond the end of the day, please inform the Steward of the reasons for the delay and when the time will be made available.

	<u>Estimated Time Needed</u>	<u>Amount and Date Granted</u>
Investigation :		
Interview Witnesses :	_____	_____
Review Information :	_____	_____
Processing :		
Prepare Grievance :	_____	_____
Adjustment :		
Discuss with Supervisor :	_____	_____
Appeal to Formal A :	_____	_____
Other : _____ :	_____	_____

Requested by (Steward) : _____

Supervisor's Initials of Receipt : _____ **Date :** _____