



# NALC BRANCH 2184

## Request for Steward Time

TO: \_\_\_\_\_, Supervisor

FROM: \_\_\_\_\_, Shop Steward / Designee

DATE RECEIVED BY MANAGEMENT: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ Supervisors Initials: \_\_\_\_\_

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

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I believe the amount of time 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 unreasonably be denied”

JCAM Page 17-5:

If management delays a steward from investigating a grievance, it should inform the steward of the reason for the delay and also of when time will be available. Likewise, the steward has an obligation to request additional time and give the reason why it is needed.

Thank you for your cooperation.

Steward / Branch Officer: \_\_\_\_\_

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If time is delayed, list the operational reason for the delay and when the time will be available. Steward time to discuss a grievance may not be denied because a steward is in overtime status. (JCAM 17-5)

Time will be made available on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ am/pm

Supervisors Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_