



NORTH CAROLINA STATE ASSOCIATION OF LETTER CARRIERS
NATIONAL ASSOCIATION OF LETTER CARRIERS
BRANCH 248

To: Supervisor, U.S. Postal Service

Date: _____

From: Union Representative

Name: _____

Pursuant to Article XVII, Section 3 of the National Agreement, I hereby make a request for official time to engage in Union activities under the terms of Collective Bargaining.

The investigation relates to _____

The items requested and reasons are to:

- ☐ Determine whether a grievance exists.
- ☐ To obtain information in support of a grievance.
- ☐ I am investigating a grievance.
- ☐ Step 1 Meeting
- ☐ To reduce to writing a grievance appeal to the next step.

A reasonable amount of time is requested to review, to interview, and to discuss the problem. I anticipate it will require approximately:

- ☐ Less than 10 minutes.
- ☐ 10 - 20 minutes.
- ☐ 20 - 30 minutes.
- ☐ 30 - 45 minutes.
- ☐ 1 hour or more.
- ☐ Additional time may be requested.

It will be necessary to interview the following: _____

The items, documents, files and records required are: _____

☐ (Check if Copies Required) _____

☐ All Records Relied Upon In This Decision For Discipline (Discipline Cases Only)

I would like to begin my investigation at _____ hour on _____ 20 _____

However, if that is not possible, please enter the date and time I may begin:

_____ hour. Date: _____

This request was presented to the Supervisor at _____ hours on _____

_____, 20____. Supervisor's initials _____ Date: _____

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NALC



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