

Request For Steward Time

To: _____, Supervisor/Manager.

From: _____, Formal A Rep, Union Steward, Designee.

Date received by management: _____ Time: _____.

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

I believe that 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 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-C 16045, November 22, 1978, M-00127).

Thank you for your cooperation. _____
Formal A Rep, Union Steward, Designee.

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

Supervisor's Signature: _____

If time is delayed. list the operational reasons for the delay and when time will be available.
Steward time to discuss a grievance will not be denied because a steward is in overtime status.
(JCAM 17.5)