



**REQUEST FOR STEWARD TIME**

To: \_\_\_\_\_

From: \_\_\_\_\_

NALC Branch: 14

Date received by Management: \_\_\_\_\_

Delivered to: \_\_\_\_\_

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

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."*

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*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).*

Thank you for your cooperation.

\_\_\_\_\_  
Shop Steward / Branch Officer

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

Supervisor's Signature \_\_\_\_\_