

BRANCH 576



PHOENIX, ARIZONA

### STEWARD REQUEST FOR TIME

To Supervisor: \_\_\_\_\_ From: \_\_\_\_\_  
NALC Representative

Date: \_\_\_\_\_

Pursuant to Articles XV and XVII, Section III of the National Agreement, I hereby make request for official time to engage in Union activities.

This investigation relates to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for requested time:

- Determine whether a grievance exists
- To conduct an interview
- I am investigating a grievance
- Informal A discussion
- To reduce to writing a grievance and/or appeal to the next step

It will be necessary to interview the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I reasonably anticipate required time to interview, investigate and discuss the issue to be approximately: \_\_\_\_\_, additional time may be required and subsequently requested.

I would like to begin my investigation at \_\_\_\_\_ hour on \_\_\_\_\_ 20\_\_\_\_. However, if that is not possible, please indicate the date and time I may begin: \_\_\_\_\_ hour, Date \_\_\_\_\_.

This request was presented to Supervisor \_\_\_\_\_ at \_\_\_\_\_ hour on \_\_\_\_/\_\_\_\_/20 \_\_\_\_.

Supervisor's initials \_\_\_\_\_ Date: \_\_\_\_\_ Steward's initials \_\_\_\_\_ Date: \_\_\_\_\_