



Trenton Metropolitan Area Local

Affiliated with

American Postal Workers Union AFL-CIO

P.O. Box 8011 Trenton, New Jersey 08650 (609) 581-8118 Fax (609) 581-0340

Request For Steward Time

To: _____, Supervisor/Manager

From: _____, Steward, Designee

Date received by management: _____ Time: _____

Under Article 17 of the National Agreement, I request that the time to 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.

Article 17 of the Joint Contract Interpretation Manual:

Response: The following applies when time for the immediate or continued release of the steward is not possible:

- the supervisor must inform the steward of the reasons for the delay and when time will be available;
- the steward must request the time or additional time needed and provide reasons for that request. All such instances must be dealt with on an individual basis. Such requests cannot be unreasonably denied;
- when a request by an employee for a steward must be delayed, the supervisor should inform the employee of the reasons for the delay and the time when the steward should be available;
- a steward will not be unreasonably required to return to his/her assignment once released to perform Union duties.

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

Supervisor's Signature: _____

If time is delayed. List the operational reason 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 (JCIM)