



National Association of Letter Carriers



Request for Steward Time

Date _____

Supervisor Customer Services

Station

Pursuant to Article 17 of the National Agreement, I am requesting the following Steward Time to:

Investigate a possible Grievance Conduct Interview(s) Process Grievance at Informal Step A

Process Grievance at Formal Step A Process Appeal to Step B/Write Additions and Corrections

For a possible grievance concerning _____ or grievance # _____

I anticipate needing approximately _____ (hours) of Steward Time which needs to be scheduled no later than _____. In the event more Steward Time is needed I will inform you as soon as possible.

Your cooperation in this matter, will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

USPS Representative's Printed Name, Title

NALC Representative's Printed Name, Title

USPS Representative's Signature Date

NALC Representative's Signature Date

(Amount) Steward Time will be provided: ___/___/___ (date) _____ AM/PM _____
(Supervisor Initial)