



Date _____

SHOP STEWARD _____

REQUEST FOR STEWARD'S DUTY TIME

Received by _____

Date Received _____

Pursuant to Article 17 of the National Agreement I am hereby requesting that official time on the clock be provided to me as a steward for the following reasons:

____ Time to investigate a possible grievance involving _____

____ Time to file an Informal A grievance involving _____

____ Time to prepare a grievance for Step A meeting _____

____ Other _____

I estimate the amount of time necessary for the above to be : _____ hours.

Time was made available on the same day as the request _____

If no, Date that the time was made available _____

cc: Grievance file.