



San Diego California Area Local American Postal Workers Union, AFL-CIO

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Diego, CA 92108-4009
PHONE: (619) 283-5600 FAX (619) 283-5900

Date: _____

From: _____ Shop Steward

To: _____

Subject: Request for Steward Duty Time

Article 17: "When it is necessary for a steward...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."

JCIM: "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."

Type of work to be done:

Amount of time being requested: _____ Date: _____

Approved _____ Disapproved _____

Reason for Denial: _____

Specific time when Steward _____ will be afforded the requested time:

Day _____ Date _____ Time, From _____ To _____

Postal Service Manager/Supervisor

Printed Name