



## BRANCH 1779 NALC, AFL-CIO

### OFFICIAL REQUEST FOR TIME TO CONSULT WITH A STEWARD

To Immediate Supervisor:

In compliance with the terms and conditions under Article 17 of the National Agreement, and the following Step 4 Memos: M-00458 and M-00303, I, \_\_\_\_\_, hereby request a reasonable amount of time on-the-clock to consult with my NALC Union Steward.

I request that I be afforded this time and opportunity to consult with MY steward immediately. The Postal Service has agreed that in most cases there should be no delay. However, in 95 percent of these circumstances, time should be afforded with no more than a two-hour delay. Should this not be possible, I request that I be afforded this opportunity prior to the end of my tour.

Thank you in advance for your cooperation.

\_\_\_\_\_  
Signature, Employee

\_\_\_\_\_  
Date/time this request submitted

**For educational reference in an effort to avoid unnecessary grievances the following is presented:**

JCAM, Page 17-6 states:

***An employee must be given reasonable time to consult with his or her steward, and such reasonable time may not be measured by a predetermined factor (Step 4, H1C-3W-C 44345, May 9, 1985, M-00303).***

M-00458 reads in part:

**“Reasonable” in our opinion, dictates that in most cases, the grievant and steward should be able to discuss the grievance without delay but 95 percent of the time with no more than a two-hour delay.**

**SUPERVISOR’S SECTION FOR REPLY**

\_\_\_\_\_  
Signature, Supervisor

\_\_\_\_\_  
Date/time this request received

**\*If supervisor refuses to complete this portion, have a witness print, initial and date below:**

\_\_\_\_\_  
**Print, initial, Date and time**