



Southwest Coastal Area Local American Postal Workers Union, AFL-CIO



151 Kalmus Dr, Ste H7, Costa Mesa, CA 92626

TO: _____ **Date:** _____

FROM: _____ **Date:** _____

I am requesting union time, per Articles 15 and 17 of the Collective Bargaining Agreement between the USPS and the APWU. If approval of my request is being delayed, Management should inform me of the reason for the delay and also inform me of the time I will be released to either steward duty time or meeting time.

Nature of request (include grievance numbers or length of time requested, if applicable):

Signature of Receiving Supervisor and Date Notified: _____

Official Action on Request (return copy of signed request to employee)

Request Approved

Request Denied (provide reason below)

Comments:

Signature of Supervisor: _____ (date)

Release Date and Time: _____

Article 17, Section 3 requires the Employer to approve reasonable requests for steward duty time or meeting time.

Stewards are entitled to reasonable investigative time during working hours for handling grievances and such investigative time could conceivably include the mechanics of copying, logging, or converting of information from original documentation to graphs, forms, notes, etc.