

National Association of Letter Carriers

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To: Supervisor, U.S. Postal Service

Date: _____

From: Union Representative

Name: _____

Pursuant to Article XVII, Section 3 of the National Agreement, I hereby make a request for official time to engage in Union activities under the terms of Collective Bargaining.

The investigation relates to: _____

The items requested and reason are to:

- Determine whether a grievance exists.
- To obtain information in support of a grievance.
- Formal A Meeting
- Informal A Meeting
- To reduce to writing a grievance appeal to the next step.

A reasonable amount of time is requested to review, to interview, and to discuss the problem. I anticipate it will require approximately:

- Less than 10 minutes.
- 10 - 20 minutes.
- 20 - 30 minutes.
- 30 - 45 minutes.
- 1 hour or more. Additional time may be requested.

It will be necessary to interview the following:

The items, documents, files and records required are: _____

(Check if Copies Required) _____

I would like to begin my investigation at _____ hours on _____, 20____

However, if that is not possible, please enter the date and time I may begin or reschedule:

Date: _____ hour: _____ Supervisor's Initials: _____ Print Name: _____

This request was presented to the Supervisor at _____ hours on _____, 20____

Supervisor's initials: _____ Print Name: _____ Date: _____

Branch # 1690



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