|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | | | |
| Union Representative |  | | | |
| Management Representative |  | | | |
| Station / Installation | Installation | Wahiawa Station | | Mililani Station |
| Grievant Name |  | | | |
| Grievance # |  | | | |
| Grievance Arbitration Tracking System (GATS) # |  | | | |
| Class Category | Class Action | | Individual | |
| Grievance Category | Contract | | Discipline | |
| Issue |  | | | |

Pursuant to Article 17 of the National Agreement, I am requesting the steward time to investigate the above referenced grievance.

Article 17.3 of the National Agreement provides: *"When it is necessary for a steward to leave his/her work area to investigate and adjust grievances or 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."*

JCAM Page 17-5 *If management delays a steward from investigating a grievance, it should inform the steward of the reasons for the delay and also of when time will be available. Likewise, the steward has an obligation to request additional time and give the reasons why it is needed. (Step 4, NC-C16045, November 22, 1978, M-00127).*

**I anticipate needing** **approximately \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_total hours to complete this grievance; and I request the following for today**

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| --- | --- | --- | --- | --- | --- |
| Date | I need  \_\_\_\_\_\_\_\_\_\_\_\_\_  hours/min today to | Investigate  Interview  Write Grievance  Meet | Approve  Denied  Denial Reason | Supervisor Sign | Steward Sign |
| Date | I need  \_\_\_\_\_\_\_\_\_\_\_\_\_  hours/min today to | Investigate  Interview  Write Grievance  Meet | Approve  Denied  Denial Reason | Supervisor Sign | Steward Sign |
| Date | I need  \_\_\_\_\_\_\_\_\_\_\_\_\_  hours/min today to | Investigate  Interview  Write Grievance  Meet | Approve  Denied  Denial Reason | Supervisor Sign | Steward Sign |
| Date | I need  \_\_\_\_\_\_\_\_\_\_\_\_\_  hours/min today to | Investigate  Interview  Write Grievance  Meet | Approve  Denied  Denial Reason | Supervisor Sign | Steward Sign |
| Date | I need  \_\_\_\_\_\_\_\_\_\_\_\_\_  hours/min today to | Investigate  Interview  Write Grievance  Meet | Approve  Denied  Denial Reason | Supervisor Sign | Steward Sign |

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| Date | I need  \_\_\_\_\_\_\_\_\_\_\_\_\_  hours/min today to | Investigate  Interview  Write Grievance  Meet | Approve  Denied  Denial Reason | Supervisor Sign | Steward Sign |
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