
Grievant/Union

Nature of Allegation

Date of Request

To: _____ Title: _____

From: _____ Title: _____

Subject: Request for Information, Steward's Time and/or Documents
Relative to Processing a Grievance(s).

The Union requests that the following documents and/or witnesses
be made available to us in order to properly investigate a possible
grievance.

In addition, we request any and all evidence (including supervisory
notes and witness statements), with regard to this case, in the
possession of Postal Management.

We initially request Steward's time in the amount of _____.
We further request to be advised as to when this time will be made
available. Should additional time, materials or access be necessary,
we will so advise you.

Note: Articles 17 & 31 of the National Agreement requires the
employer to provide for review all documents, files and other
records necessary for processing grievances or for collective
bargaining or the enforcement, administration, or interpretation of
this Agreement. The Union also has the right to interview the
aggrieved employee(s), supervisors and witnesses during working
hours.

Date Request Received

Received By