

RELEASED TIME FOR GRIEVANCE PROCESSING

1. Requests for released time for grievance resolution will be made on the appropriate Request for Leave form.
2. Leave time will be approved only if the chief steward is processing a grievance which has been submitted in writing to the immediate supervisor.
3. Leave time will be allocated in blocks of 30 minutes.
4. The approved leave time will be coded "E" on the employee's absence report.