



# PRE-DISCIPLINE INTERVIEW NOTES

Date:

Start:

End:

Management:

Union:

Issue:

Grievant:

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# GRIEVANCE REQUEST FORM

Request Date:

Grievance:

Grievant:

**Pursuant to the Steward's rights provided for in Articles 17 & 31 of the National Agreement, the following documentation and / or time is requested for the investigation / processing of the grievance identified above. Please inform the requestor of any problem with accommodating the requests made.**

\_\_\_\_\_  
MANAGEMENT REPRESENTATIVE

\_\_\_\_\_  
NALC REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



# INFORMAL A MEETING NOTES

Date:

Start:

End:

Management:

Union:

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## GRIEVANT / WITNESS STATEMENT

**Case:**

**Name:**

**Date:**

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*Signature & Date*



# FORMAL A MEETING NOTES

Date:

Start:

End:

Management:

Union:

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# SETTLEMENT FORM

Grievant:

Office:

NALC #:

Steward:

Issue:

Management and the N.A.L.C. mutually agree to the following settlement:

\_\_\_\_\_  
N.A.L.C. Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
U.S.P.S. Representative

\_\_\_\_\_  
Date



**TIME LIMIT EXTENSION  
AGREEMENT**

Request Date:

Grievance:

Grievant:

**The undersigned parties mutually agree to extend the time limits for the above noted grievance.**

\_\_\_\_\_  
MANAGEMENT REPRESENTATIVE

\_\_\_\_\_  
NALC REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



# Additions & Corrections

NALC Case #:





**GRIEVANT / WITNESS STATEMENT**



**Case:**

**Name:**

**Date:**

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*Signature & Date*

