**REQUEST TO SCHEDULE INFORMAL A MEETING BY**
**NATIONAL ASSOCIATION OF LETTER CARRIERS, BRANCH 78**

**Date of Request:** _____ **To:** _____ **Title:** _____

**From:** _____ **Title:** _____

The NALC, Branch 78, and the above referenced Steward request to schedule a meeting to discuss a grievance at the Informal Step A of the grievance procedure. The NALC is looking to discuss the following matters:

| Grievant | Issue | Incident Date | Must meet by |
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Meeting will take place on _____ at _____ am/pm. Initials: _____

Request received by: _____ Date: _____

Submitted by: _____ Date: _____

***NOTE:*** *Article 15, Section 2(a), states "Any employee who feels aggrieved must discuss the grievance with the employee's immediate supervisor within fourteen (14) days of the date on which the employee or the Union first learned or may reasonably have been expected to have learned of its cause. This constitutes the Informal Step A filing date. The employee, if he or she so desires, may be accompanied and represented by the employee's steward or a Union representative.*