

**REQUEST FOR INFORMATION AND DOCUMENTS RELATIVE TO PROCESSING A
GRIEVANCE BY BRANCH 78, NALC**

Date of Request:

Grievant:

Nature of Violation: Article 16

From:

Title:

Branch 78, NALC request that the following documents and or witnesses be made available in order to properly identify whether or not a grievance does exist and, if so, their relevancy to the grievance.

All for

dated

1. Copy of management PDI notes for discipline dated
2. Copy of the request for discipline packet sent to labor
3. Copy of original signed PS form 3971's for dates listed on the letter of charges
4. Copy of medical documentation provided by the grievant for the date(s) in question
5. Date of official discussion with the grievant for attendance
6. Copy of letter placing the grievant on Deems desirable / restricted sick leave
7. Copy of attendance review
8. Copy of grievant's PS form 3972
9. Grievant's TAC's for
10. Copy of all other relevant information management considered when issuing this discipline

Confirmed received via Postmaster round date

Date Information was provided

Number of pages

Tracking #

Number of pages returned not requested

Request that management provide

hours before

to work on this specific grievance after info

is received.

Management schedule a meeting Prior to

on this matter. Failure to do so will result in the union

forwarding the grievance to the next level.

Steward's Signature

* Signature of Steward attesting that all information recorded on this sheet is accurate and gives a true disposition of the information request. I thank you in advance for your assistance.

Note: Article 17, Section 3 requires the employer to provide for review all documents, files, and other records necessary in processing a grievance. Article 31, Section 3 requires that the employer make available for inspection by the Union all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of the National Agreement.

Failure to do so is an Unfair Labor Practice under 8a (5) of the National Labor Relations Act.