

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

Date of Request:

Grievant:

Nature of Violation: Article: 10 LWOP

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.

1. Copy of grievant's original signed PS form 3971's for dates
2. Copy of grievant's clock for the following dates:
3. Copy of ERMS call in e-mail for absence dates:
4. Copy of written notice placing the grievant on deems desirable if applicable

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.