



**MUTUAL AGREEMENT FOR EXTENSION OF MEETING TIME LIMITS  
AT THE INFORMAL AND FORMAL STEP A OF THE  
DISPUTE RESOLUTION PROCESS**

The undersigned parties have mutually agreed to extend the time limits to meet on Union Grievance # \_\_\_\_\_ for the following reason(s): [e.g. parties unable to meet within contractual time constraints, information unavailable, unavailability of either the Union or Management designee, etc.]

The date the extension began was: \_\_\_\_\_

The date the extension will be discontinued is: \_\_\_\_\_

**This form is not to be used to extend the time limits from the DATE OF  
YOUR DECISION to the date of appeal. These are clearly outlined in the  
National Agreement. APPEALS MUST BE FILED WITHIN THE PROPER  
TIMEFRAMES TO THE NEXT STEP IN THE PROCESS.**

\_\_\_\_\_  
NALC OFFICIAL

\_\_\_\_\_  
Date

\_\_\_\_\_  
USPS OFFICIAL

\_\_\_\_\_  
Date