



NALC Branch 908 — Bill Revak



Postal Installation

Informal Step A — Request for Meeting (Article 15)

Grievance Information

To (Supervisor): _____

Station: _____

Date: _____

Regarding (Name or Class Action): _____

Issue: _____

Date of Incident: _____

Branch Grievance # (if assigned): _____

Request for Meeting — Article 15

In accordance with **Article 15** of the National Agreement, *I request to discuss the above-referenced dispute at Informal Step A of the Dispute Resolution Process within fourteen (14) days of the date of incident above*, unless the parties agree to a mutual extension of time limits.

Steward Availability

I will be unavailable on (date(s)): _____

I can be reached at — Cell #: _____

Station #: _____

Signatures

Date: ___ / ___ / _____ Time: _____
AM/PM

NALC Shop Steward's Printed Name

Initials



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Postal Installation
Informal Step A — Request for Meeting (Article 15)

Date: ___ / ___ / ___ Time: _____
AM/PM

USPS Supervisor's Printed Name

Initials

Meeting Scheduled By Supervisor

Date and time meeting will be held: Date: ___ / ___ / ___ Time: _____ AM/PM

Signed: _____ Title: _____ USPS: _____

Meeting Held

Meeting was held — Date: ___ / ___ / ___ NALC Steward Initials: _____ USPS Supervisor Initials: _____