



INFORMAL STEP A

Request for Meeting

To: _____, Supervisor, _____ Station Date _____

Regarding: _____
(Name or Class Action) (Issue)

Date of incident: _____ Branch Grievance # (if Assigned): _____

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 14 days of the date of incident above, unless the parties agree to a mutual extension of time limits.

I will be unavailable _____ . I can be reached at (____) _____ - _____ / (____) _____ - _____
Date(s) Cell # Station #

NALC Shop Steward's Printed Name Initials Date ___/___/___ Time _____ AM/PM

USPS Supervisor's Printed Name Initials Date ___/___/___ Time _____ AM/PM

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

Signed _____ Title _____ USPS

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