



GOLDEN GATE BRANCH 214

NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO
2310 Mason Street, Fourth Floor
San Francisco, California 94133
415-362-0214 • 800-4BR-0214 • Fax 415-392-NALC



Grievant / Union

Nature of Allegation

Date of request

Date information provided

To: _____ Title _____

From: _____ Title _____

SUBJECT: Request for information & documents relative to processing a grievance.

We request that the following documents and/or witnesses be made available to us in order to properly identify whether or not a grievance does exist and, if so, their relevance to the grievance.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

We initially request stewards' time in the amount of _____ minutes/hours(circle one). We further request to be advised as to when this time will be made available. Should additional time, material or access be necessary, we will advise you.

Article 17, section 3, requires the employer to provide for review of all documents, files & other records necessary in processing a grievance. Article 31, section 3, requires the employer make available for inspection by the union all relevant information necessary for collective bargaining of the enforcement, administration or interpretation of this agreement. Under article 6(a) 5 of the National Labor Relations Act, it is an unfair labor practice for the employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the collective bargaining process.

() Request approved

() Request denied

Reason denied: _____

Date: _____ Supervisor's signature _____