**VACATION/ALTERNATE HOLIDAY GRIEVANCE CHECKLIST**

Grievant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steward \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

** Checklist**

 \_\_\_\_\_\_\_\_ Written Permission to review personnel file

 \_\_\_\_\_\_\_\_ Copy of Grievance

 \_\_\_\_\_\_\_\_ Copy of Step 3 responses/notes

 \_\_\_\_\_\_\_\_ Copy of request

 \_\_\_\_\_\_\_\_ Reason for denial

 \_\_\_\_\_\_\_\_ Schedule covering time of the request

 \_\_\_\_\_\_\_\_ Official Grievance Fact Sheet

**Comments** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Note**: All of the above data is to be included in the file when it is turned over to the business agent at the third step meeting. If something is missing, please indicate reason.