

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 _____

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.