



**NALC/USPS INFORMAL STEP A
MEETING REQUEST
EXTENSION**



DATE OF REQUEST: _____

LAST DAY FOR INFORMAL STEP A MEETING: _____

GRIEVANT/CLASS: _____

NALC GRIEVANCE #: _____

LAST DAY OF EXTENSION¹ TO MEET AT INFORMAL STEP: _____

USPS INFORMAL STEP A REPRESENTATIVE: _____

NALC INFORMAL STEP A REPRESENTATIVE: _____

By signing this request the Postal Service affirmatively represents that this request to extend the Union's time limit to meet at Informal Step A for the above cited grievance number and grievant will not be used by the Postal Service as a procedural argument.

NALC Informal Step A Representative Signature

USPS Informal Step A Representative Signature

**NALC Informal Step A Representative Name
(Print Name)**

**USPS Informal Step A Representative Name
(Print Name)**

¹ This time extension request cannot exceed the above cited extension date without the prior written approval of the Installation Head and the Union President. The Employer's Informal Step A Representative has the responsibility for scheduling Informal Step A meeting(s) with the Union's Informal Step A Representative noted above as expeditiously as possible, but no later than fourteen calendar (14) days of the date on which the employee or the Union first learned or may reasonably have been expected to have learned of its cause unless the parties mutually agree to meet at a later date. Any written request to extend the Union's time limit for this grievance to meet at Informal Step A must have the above elements completed and signed by the Postal Service.