

**NEW YORK LETTER CARRIERS
BRANCH 36
DISPUTE RESOLUTION PROCESS**

- REQUEST FOR UNION TIME**
- REQUEST FOR INFORMATION AND/OR DOCUMENTATION**
- REQUEST FOR AN INFORMAL STEP-A**
- REQUEST FOR AN EXTENSION ON TIME LIMITS FOR INFORMAL STEP-A**
- REQUEST FOR AN EXTENSION ON TIME LIMITS FOR FORMAL STEP-A**

CASE _____
STATION _____ **DATE** _____

TO: SUPERVISOR/ MANAGER _____

FROM: SHOP STEWARD _____

IN ACCORDANCE WITH ARTICLES 17 & 31 OF THE NATIONAL AGREEMENT, THE FOLLOWING INFORMATION/ DOCUMENTATION IS REQUESTED FOR THE ABOVE NAMED CASE (S): _____

INFORMAL STEP-A IS REQUESTED **DATE** _____

MUTUAL AGREEMENT TO EXTEND THE TIME LIMITS FOR AN INFORMAL STEP-A _____ **OR FORMAL STEP-A** _____ **FOR THE ABOVE NAMED CASE (S).**

SHOP STEWARD

SUPERVISOR\ MANAGER