

In reference to Branch Grievance (s) _____, the union is requesting the following information to support the case. Please review this paper carefully and supply the union with copies of the items checked.

Discipline

- _____ Letter of Warning
- _____ 7-day Suspension
- _____ 14-day Suspension
- _____ Emergency Placement Suspension Notice
- _____ Removal Notice
- _____ Suspensions of More than 14 days
- _____ Other _____

Contractual

- _____ Form 50- Notification of Personnel Action
- _____ Letter of Notification
- _____ Doctor's Notice
- _____ Doctor's Bill
- _____ Form 1223-A (Employee Pay Stub)
- _____ Form 1260 –Non-Transactor (Time Card)
- _____ Station's Time Certification Sheets
- _____ Form 3971's –Employee's request for Leave
- _____ Form 3972's – Supervisor's Absence Analysis Control Form
- _____ Any FMLA Information
- _____ Overtime Desired List Quarter # _____
- _____ Daily Schedule and Work Sheets _____
- _____ Station's Form for Recording Curtailed Mail on All Routes _____
- _____ Form 1571's –Routes Curtailed Mail Slips _____
- _____ Form 3996's – Carrier—Auxiliary Control
- _____ Form 3999's- Supervisors Street Observations
- _____ Form 1838 –Carrier's Count of Mail (Management's Summary)
- _____ Form 1838 A – Carrier's Count of Parcel Post & Combination
- _____ Form 1838 B – Parcel Post Firm Delivery Worksheet
- _____ Form 1838 C – Carrier's Count of Mail (Carrier's Worksheet)
- _____ Form 1840's Summary of Count & Inspection
- _____ Form 1840 A's – Summary of Carrier's Mail Count
- _____ Form 1840 B's – Carrier's Time Card Analysis
- _____ Employee Everything Report _____
- _____ Overtime Alert Report _____
- _____ Other (Specify) _____

Requested by _____