**Wahiawa-Mililani**

**Request to Schedule Meeting**

|  |  |
| --- | --- |
| Date  | Time  |
| Union Representative |  |
| Management Representative |  |
| Station / Installation | [ ]  Installation  | [ ]  Wahiawa Station | [ ]  Mililani Station |
| Grievant Name |  |
| Grievance # |  |
| Grievance Arbitration Tracking System (GATS) # |  |
| Class Category | [ ]  Class Action  | [ ]  Individual |
| Grievance Category | [ ]  Contract | [ ]  Discipline |
| Issue |  |

In compliance with Article 15 of the National Agreement, I am requesting that we schedule to meet at: *(Check one)* [ ]  Informal A Meeting [ ]  Formal A Meeting no sooner than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to discuss and attempt to resolve a grievance for an incident that occurred on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Action taken:

[ ]  Both parties agree to meet on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Both parties agree to set a date and time by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Management will not set a date and time. (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_