

# Sample Grievance Letter



*(Taken from "Steward Handbook")*

DATE: September 20  
TO: Sam Jones, Utilities Division Director  
FROM: Marge White, Local 17 Steward  
RE: Step 3 Grievance

**FACTS:** On August 25, 2002, engineering aide John Doe was told that his scheduled vacation (September 5-23) had been cancelled. Mr. Doe submitted his request for vacation prior to April 1, as required by the contract. On May 15, he learned that it had been approved.

On September 1, he filed a Step 2 grievance with Ann Smith, Accounting Unit Supervisor. On September 9, Ms. Smith denied the grievance because of "work load requirements."

Mr. Doe missed his long-awaited vacation.

**SECTIONS VIOLATED:** Management's action violates the contract, including but not limited to Article 11, Section 11.1.

**PROPOSED REMEDY:** Local 17 requests that John Doe be made whole in every way, including but not limited to reimbursement for any non-refundable vacation deposits or tickets and his choice of vacation periods before the end of the year.

CC: Carmen Diaz, Utilities Personnel Manager  
Kate Maple, Local 17 Union Representative  
John Doe, Grievant

*\*Remember, this is a sample only. Please consult your contract to determine what information is actually required.*