**OFFICIAL GRIEVANCE FORM**

WASHINGTON FEDERATION OF STATE EMPLOYEES, AFL-CIO

 **Grievance #** SCENARIO3A

**Local:** 300 **Date filed:** July 15, 2017

**Name of Grievant(s):** Dave **Classification (if known):** ITS3

**Agency or Higher Education Institution:** DES **Supervisor:** Cathy

**Work location:** Olympia  **Appointing Authority:** Joan

Directions: Any employee who desires to file a grievance must consult with a Union Representative (Steward/Chief Steward or WFSE Staff) who will complete this form and sign it, **in accordance with the appropriate grievance procedure**.

**Applicable Collective Bargaining Agreement (CBA):** General Government

Article(s) and Section(s) of the CBA violated, misapplied, and/or misinterpreted: 11

**Other violations (UW only):**

# Check one: [x]  Discipline [ ]  Non-discipline

Nature of the grievance and facts upon which the grievance is based: (State briefly but fully pertinent information such as date, place, who caused the action objected to (if known) and relevant inequitable or unfair treatment. Use additional sheets if necessary. **Number of attached sheets:**

On 7/9/17 the grievant submitted a request for vacation leave. The Employer improperly denied the leave in violation of Article 11 of the parties’ 2017-2019 CBA. The Shop Steward attempted informal resolution with the Appointing Authority but a satisfactory outcome could not be reached.

SPECIFIC REMEDY REQUESTED

1. Immediately approve the grievant’s requested day of vacation leave.
2. The grievant’s manager will be trained on the changes in Article 11 of the parties’ 2017-2019 CBA and the WFSE will be notified upon completion of the training.
3. The grievant will be made whole.

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Name and Signature of Union Representative: Grievant’s Signature (optional under all CBA’s)

WFSE Shop Steward

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Name and Title of Employer Representative Receiving Grievance **(Please print)** Signature of Employer Representative Date

Distribution: Employer Representative(s) (in accordance with the appropriate grievance procedure); Grievant; Steward; Staff Representative; Local/Council 28 Grievance Committee