

NATIONAL ASSOCIATION of LETTER CARRIERS
~~~~~**BRANCH 100**~~~~~  
**4437 Woodville Rd. | Northwood, Ohio 43619 | 419/693-8392**

**Important info you may need for:**

**Overtime Grievances**

- Daily Schedule from \_\_\_\_\_
- Clock Rings (ETC Report) from \_\_\_\_\_
- 3996's from \_\_\_\_\_
- Overtime desired List for Quarter \_\_\_\_\_
- Curtailed/Delayed Mail Report for \_\_\_\_\_
- Overtime Equitability Spreadsheet from Quarter \_\_\_\_\_
- Workload / Workhour report for \_\_\_\_\_
- 3999 for route \_\_\_\_\_
- Witness Statement

**Leave Grievances:**

- Daily Schedule for \_\_\_\_\_
- 3971(leave request) for \_\_\_\_\_
- 3972 (Annual leave chart) for Current and previous year
- Annual Leave calendar
- FMLA paperwork
- Clock Rings (ETC Report) from \_\_\_\_\_
- Witness Statements

**Discipline Grievances:**

- Letter of charges for \_\_\_\_\_
- Past Discipline for \_\_\_\_\_
- PDI notes for \_\_\_\_\_ from \_\_\_\_\_
- Accident report for \_\_\_\_\_
- Managements request for discipline for \_\_\_\_\_
- 3971's, 3972, FMLA (sick leave disciplines)
- Clock Rings (ETC Report) from \_\_\_\_\_
- Witness Statements*

**OWCP/ Light Duty Grievances:**

- Request for light duty from \_\_\_\_\_
- Management's response to the request for light duty
- OWCP paperwork for \_\_\_\_\_
- Limited duty job offer for \_\_\_\_\_
- Clock Rings (ETC Report) from \_\_\_\_\_
- Witness Statement*