

Checkoff List For Grievance File on Attendance Related Discipline

DO NOT assume that this checklist, or any other, has every item you need for every grievance file. Fact circumstances dictate what you need in a grievance file and grievances, even on similar or same issues, can vary greatly in fact circumstances.

- PS Form 3972, Absence Analysis
- PS Form 3971, Request for or Notification of Absence
- Records/copies of prior attendance related discipline
- Settlement agreements or arbitration awards on any discipline relied on to support this action.
- Form 50 or other preference eligible documentation if removal.
- FMLA regulations, if applicable
- OWCP Forms, if applicable
- Medical Certification, if applicable
- EAP statement if applicable, any documentation relative to substance abuse as a defense.
- Grievant, witness and supervisor statements as appropriate
- Clock rings if applicable, showing BT, ET, leave and return to office times
- Overtime records if absence caused use of overtime
- Applicable Local Memorandum provisions
- Relevant provisions from the National Agreement - Articles 10, 15, 16, 19, MOU, etc.
- Posted schedule, if applicable
- Clock rings
- Any policy statements that may have been issued/posted
- Investigative memorandum if applicable (Unusual in a straight attendance case.)
- Any relevant handbook or manual citations, such as the ELM, Chapter 5
- Weather reports or newspaper article if weather/accidents alleged to have caused AWOL/tardy/absence.