



## Grievance Referral Request – Transmittal to Final Level

### Information about the grievor

Grievor's Full Name:	Employer:
Department/Branch:	Job Title:
Contact Number:	Personal Email:

### Information about the grievance

Grievance Number:	Date Grievance Filed:
Date of First Level Hearing:	Date of Second Level Hearing:
Deadline to Refer to Final Level:	Relevant Articles of the C.A.:
Subject of the Grievance:	
Explanation of primary reason for the grievance:	

**Checklist**

Please ensure the following are completed/attached:

- \_\_\_\_\_ PSAC Shop Steward Information Sheet
- \_\_\_\_\_ Original Grievance Form
- \_\_\_\_\_ Confirmation of grievance transmittal to level 1 **or** Employer consent to skip level 1
- \_\_\_\_\_ Confirmation grievance unresolved at level 1
- \_\_\_\_\_ Confirmation of transmittal to level 2 **or** Employer consent to skip level 2
- \_\_\_\_\_ Confirmation grievance unresolved at level 2
- \_\_\_\_\_ Notes from Level 1
- \_\_\_\_\_ Notes from Level 2
- \_\_\_\_\_ Supplementary evidence such as emails, memos, or correspondence with the Employer

If any of these documents are missing please explain why:

Please summarize why the grievance was not resolved at previous levels:

***Information about local shop steward or local officer transmitting to final level***

Full Name:	Union Position:
YEU Local:	Signature:  Y/ /M /D