

Sample Information Request

DATE: (Date of memo)
TO: (Name of personnel officer, title, company)
FROM: (Your name and union position)
RE: Information Request for Grievance on (member's name or subject of grievance)

In order to represent employees under the grievance procedure of our union contract, I request the following information:

1. (List types of information, being as specific as possible)
- 2.
- 3.

I would like this information by (date). Please let me know immediately if you will have any problem getting this information to me by this date.

Completed Sample Information Request

DATE: December 2, 1999
TO: Douglas Black, Vice President of Human Resource, Winer Industries
FROM: Delores Parker, Union Steward
RE: Information Request for Grievance on suspension of Myra Perez

In order to represent employees under the grievance procedure of our union contract, I request the following information:

1. A copy of Myra Perez' personnel record.
2. A copy of the company's policy on attendance and leaves of absence, including family and medical leave.
3. Copies of the absentee, leave of absence and disciplinary records of all employees who have been pregnant or who have requested family and medical leave while employed at Winer Industries since 1993.
4. Any other records relevant to your decision to suspend Ms. Perez for poor attendance.

I would like this information by December 6. Please let me know immediately if you will have any problem getting this information to me by that date.