

Grievance # _____ Name _____

GRIEVANCE WORKSHEET
DO NOT SUBMIT WITH GRIEVANCE FORM
CONFIDENTIAL PROPERTY OF VFNHP

Findings:

Step 1

Notes (conversation with manager/ANC): Date of Violation _____

10 days = _____

Step 2

Grievance Presented to: _____ via _____

On: _____

Meeting date: _____ *

Response date: _____ *

**must occur within 7 days from date grievance presented*

Notes:

Step 3

Grievance Presented to: _____ via _____

On: _____

Meeting date: _____ *

Response date: _____ *

**must occur within 7 days from date grievance presented*

Notes:

