

Articles 10 & 19

Documentation

Explanation

All grievance paperwork	All paperwork developed and utilized in grievance procedure
Applicable 3971(s)	Basis for dispute. Be sure to check <i>Remarks</i> section and back side. Determine length of time involved
Applicable FMLA documentation (APWU forms, WH-381, or medical)	Is the form properly filled out? Is the right APWU form used? Be sure document clear and specific
Additional medical documentation, if generated	Gives complete picture
Statement by Grievant	Tells employee's side of story with care given to address all aspects of FMLA dispute
Steward's written notes from interview with supervisor/manager who denied FMLA	Most specifically include <u>all</u> reasons why leave denied
Applicable FMLA regulations	If in doubt include more not less. Be specific on exactly what provisions applicable
If needed, proof of employee working 1250 hours	Eliminates procedural argument. Can normally get this from time records, ETC.
Posted FMLA material	Management required to post information on FMLA
Information given to employee on FMLA - verbal or in writing	May occur at time of leave request or in a stand-up talk. Include specific paperwork given to employee by supervisor regarding FMLA
Applicable case law. Remember difference between precedent and persuasive value	Strengthens case through Step 4s, national pre-arbs, regional arbitrations or pre-arbs. Cites must be on point