AFGE COUNCIL 247

American Federation of Government Employees

Grievance Template Library

Steward Filing Templates — Filed Under Article 24

2019 SSA–AFGE National Agreement (as amended, effective November 26, 2023)

Grievance Templates in This Library

1. Denial of Advance Leave
2. Denial of Annual / Sick Leave & Improper AWOL
3. Disciplinary / Adverse Action (Reprimand or Suspension of 14 Days or Less)
4. Denial of Official Time
5. Denial of Reasonable Accommodation
6. Performance Rating / Appraisal Dispute
7. Denial of Travel Compensatory Time (TCA)
8. Denial of Weather & Safety Leave
9. Denial of Work at Home by Exception (WAHBE)
10. Denial of Telework

How to Use These Templates

These templates give AFGE Local 2879 and Council 247 stewards a consistent, citation-specific starting point for the grievances stewards file most often. Each template tracks the requirements of Article 24 of the 2019 SSA–AFGE National Agreement so that grievances are filed complete, on time, and with the correct contractual citations.

WORKING INSTRUCTIONS FOR STEWARDS

- Fill in every [bracketed blue field] with the facts of your case.
- Delete the italic guidance notes (marked with ») before filing — they are instructions, not grievance text.
- Confirm the correct Step 1 official from the Grievance Steps Chart in Article 24, Section 9 before serving.
- Keep the citations current to your facts; add or remove cited provisions as the situation requires.

» These templates are drafting aids, not legal advice. Adapt them to the specific facts. When in doubt about grievability, timeliness, or strategy, contact your Local President or Council 247 before filing.

Quick Reference — Article 24 Grievance Procedure

FILING DEADLINE

- **Art. 24, Sec. 7.A —** A grievance over a particular act or occurrence must be presented to the Step 1 official within fifteen (15) working days of the action, or the date the employee became aware of it.
- **Art. 24, Sec. 7.A —** A grievance over a continuing practice or condition may be presented at any time.
- **Art. 24, Sec. 7.C —** All time limits may be extended by mutual consent.

WHAT EVERY GRIEVANCE MUST CONTAIN (ART. 24, SEC. 5)

- A clear description of the matter grieved, including the **date and place of the occurrence and the individuals involved**.
- The specific **article(s), section(s), and provisions** of the Agreement involved.
- An explanation of the alleged violation.
- The specific relief requested.

» Only issues identified in the written grievance may be considered by the deciding official or an arbitrator (Art. 24, Sec. 5). File complete.

STEPS & TIMELINES (ART. 24, SEC. 9)

- **Step 1 —** Serve the Step 1 official within 15 working days. The official holds a meeting or issues a written decision within ten (10) working days of receipt.
- **Step 2 —** Appeal within five (5) workdays of the Step 1 decision. Oral/written presentation, then a written decision within ten (10) workdays.
- **Step 3 —** Appeal within five (5) workdays of the Step 2 decision.

PROOF OF SERVICE (ART. 24, SEC. 7.B)

- Certified mail return receipt; or a commercial delivery receipt; or
- A written acknowledgment when hand-delivered; or
- For email, a read receipt or electronic delivery receipt to the grievance official (and any alternate named in an out-of-office notice).

» Every grievance subject line must read: "Grievance Filed Under Article 24."

Template 1 — Denial of Advance Leave

» Use when management has denied a request for advanced annual leave or advanced sick leave (leave taken but not yet earned).

GOVERNING PROVISIONS

- **Art. 31, Sec. 2.B —** Leave requested in advance will normally be granted except where scheduling conflicts or undue interference with the work of the Administration would preclude it; leave for personal emergencies will normally be granted.
- **Art. 31, Sec. 2.C —** Advanced annual leave — an employee may be advanced the lesser of 80 hours or the amount of annual leave that would accrue during the remainder of the leave year (does not apply to employees on leave restriction or disciplined for a leave-related offense in the past two years).
- **Art. 31, Sec. 4.D —** Advanced sick leave — up to 30 days may be advanced for serious illness or disability when the seven listed conditions are met; the employee is not required to use annual leave first.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Denial of Advance Leave
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» State the type of leave (advanced annual or advanced sick), the exact dates and number of hours requested, the date submitted, and to whom.

» State the date of denial, who denied it, and the exact reason management gave.

» For advanced sick leave, note that the grievant meets the Art. 31, Sec. 4.D conditions (career/career-conditional; 1+ year service; accrued sick leave exhausted; medical certificate; etc.).

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 31, Sec. 2.B —** Advance leave was not granted although no genuine scheduling conflict or undue interference was shown.
- **Art. 31, Sec. 2.C / 4.D —** The grievant was eligible for the advance and management failed to grant it consistent with the contract.

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Grant the requested advanced [annual/sick] leave and correct the grievant's timekeeping records accordingly.
- Rescind and restore any AWOL, LWOP, or the grievant's own earned leave that was charged in place of the advance.
- Cease and desist from denying advance leave contrary to Article 31.
- Make the grievant whole for any pay or benefits lost as a result of the denial.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 2 — Denial of Annual / Sick Leave & Improper AWOL

» Use when management improperly denied annual or sick leave, or charged the employee AWOL for an absence that should have been covered by leave.

GOVERNING PROVISIONS

- **Art. 31, Sec. 2.B —** Leave requested in advance will normally be granted absent scheduling conflict or undue interference; personal emergencies (including a death in the family) will normally be granted.
- **Art. 31, Sec. 4 —** Sick leave — granted for the reasons authorized by law and this Article; requirements for medical certification and restrictions are governed here.
- **Art. 31, Sec. 5 —** Unanticipated use of leave — governs notice and approval for absences not scheduled in advance.
- **Art. 23, Sec. 1 —** If the improper AWOL is used as a basis for discipline, discipline may issue only for just cause.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Denial of Leave / Improper AWOL Charge
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» State the leave type, dates, and hours; how and when the request or notice was given; and management's response.

» If AWOL was charged, state the dates charged and identify the official who charged it.

» State why the absence was covered by leave (e.g., timely sick-leave request, personal emergency, unanticipated use with proper notice).

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 31, Sec. 2/4/5 —** Leave that should normally have been granted was denied, or proper notice of an unanticipated absence was disregarded.
- **Art. 23, Sec. 1 —** Any AWOL charge or resulting discipline lacks just cause because the absence was leave-covered.

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Approve the leave (annual or sick) for the dates in question and correct all timekeeping records.
- Rescind the AWOL charge and any discipline or notation arising from it, and expunge it from all files, including the e7B/eOPF.
- Restore any leave, pay, or benefits lost, and make the grievant whole.
- Cease charging AWOL where leave should be granted under Article 31.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 3 — Disciplinary / Adverse Action

» Use for a reprimand or a suspension of 14 days or less. NOTE: For a suspension of more than 14 days, a removal, or a reduction in grade/pay under 5 U.S.C. 7512, the employee must elect either the statutory (MSPB) procedure OR the negotiated grievance procedure — not both (Art. 24, Sec. 8.A). Confirm the election before filing.

GOVERNING PROVISIONS

- **Art. 23, Sec. 1 —** Bargaining unit employees are subject to disciplinary or adverse action only for just cause; the Parties agree to progressive discipline intended to correct and improve behavior.
- **Art. 23, Sec. 4 —** Investigations and Weingarten rights — the Union's right to be present is governed by 5 U.S.C. 7114(a)(2)(B) and Article 3, Sec. 6; investigation summary notes must be provided to the employee/ representative.
- **Art. 23, Sec. 5 —** Reprimand — must specify reasons; the employee must be advised of the right to Union representation and the right to grieve; material relied upon must be provided on request.
- **Art. 23, Sec. 6 —** Short-term suspension (14 days or less) — 15 calendar days' advance written notice stating specific reasons; right to review the supporting material; 10 calendar days to respond orally and in writing.
- **Art. 3 —** Employee rights, including notice and representation rights, apply throughout.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Grievance of [Reprimand / __-Day Suspension]
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» Identify the action (reprimand or __-day suspension), the date of the proposal and the decision, and the proposing/deciding officials.

» State the charge(s) and, factually, why they do not establish just cause.

» Note any procedural defects: short notice period, failure to provide the material relied upon, denial of Weingarten/representation, untimeliness, or absence of progressive discipline.

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 23, Sec. 1 —** The action lacks just cause and/or bypassed progressive discipline without justification.
- **Art. 23, Sec. 4/5/6 —** Management failed to meet the procedural requirements (notice, access to material, response period, or Weingarten rights).

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Rescind the [reprimand / suspension] in full and expunge it from all files, including the e7B Extension File and eOPF.
- Make the grievant whole for all lost pay, leave, and benefits (for a suspension), with interest as allowed by law.
- Restore the grievant's standing as if the action had never issued.
- Cease imposing discipline without just cause and required procedures under Article 23.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 4 — Denial of Official Time

» Use when management denied a Union representative's request for official time, failed to provide a reason for denial, or failed to make a reasonable effort to allow its use.

GOVERNING PROVISIONS

- **Art. 30, Sec. 7.A —** Requests for official time are submitted via OUTTS or an equivalent electronic system; approval must be obtained before engaging in official time.
- **Art. 30, Sec. 7.B —** If management is unable to approve a request, the reason for denial will be provided; where an operational need prevents use when requested, management will make a reasonable effort to allow use within two (2) workdays of the request.
- **Art. 2 —** Union rights and responsibilities support the representative's access to official time for representational activity.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Denial of Official Time
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» Identify the representative, the representational activity, and the OUTTS request (date, time, and hours requested).

» State the denial: who denied it, when, and whether any reason was given.

» State whether management offered use within two workdays, as required.

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 30, Sec. 7.B —** Official time was denied without a stated reason, and/or without a reasonable effort to allow its use within two workdays.
- **Art. 2 —** The denial interfered with the Union's representational rights.

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Grant the official time requested (or an equivalent amount) to complete the representational activity.
- Provide, in writing, the reason for any denial as required by Art. 30, Sec. 7.B.
- Cease denying official time without a stated reason or without a reasonable effort to allow use within two workdays.
- Restore any official time or pay lost by the representative as a result of the denial.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 5 — Denial of Reasonable Accommodation

» Use when management denied or unreasonably delayed a reasonable accommodation, or failed to engage in the interactive process. NOTE: If the grievance alleges disability discrimination, review the EEO election and timelines in Art. 24, Sec. 8.B (45 calendar days to contact an EEO counselor) before choosing the negotiated route.

GOVERNING PROVISIONS

- **Art. 18, Sec. 10 —** SSA will offer reasonable accommodation to the known physical or mental limitations of a qualified employee with a disability unless it can show undue hardship; a request may be made orally or in writing and triggers an interactive process.
- **Art. 18, Sec. 10 —** Accommodations are determined case-by-case; reassignment to a vacant funded position may be a reasonable accommodation where the employee cannot perform the current position even with accommodation.
- **Rehabilitation Act / 29 CFR 1614 —** Federal-sector reasonable accommodation and non-discrimination obligations apply alongside the Agreement.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Denial of Reasonable Accommodation
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» State when and how the accommodation was requested (orally or in writing) and to whom.

» Describe the accommodation sought and the limitation it addresses (without disclosing more medical detail than necessary).

» State what management did: denial, delay, or failure to engage in the interactive process — with dates.

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 18, Sec. 10 —** Management denied or unreasonably delayed accommodation, or failed to engage in the required interactive process, without demonstrating undue hardship.

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Engage in the interactive process without further delay and provide an effective reasonable accommodation.
- Where the current position cannot be performed even with accommodation, consider reassignment to a vacant funded position as required by Art. 18, Sec. 10.
- Make the grievant whole for any leave, pay, or benefits lost during the denial or delay.
- Cease denying or delaying accommodations without an undue-hardship showing.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 6 — Performance Rating / Appraisal Dispute

» Use to grieve an inaccurate rating of record, or a defective Opportunity to Perform Successfully (OPS) plan. NOTE: A reduction in grade or removal for unacceptable performance under 5 U.S.C. 4303 may be raised under the statutory OR the negotiated procedure, but not both (Art. 24, Sec. 8.A).

GOVERNING PROVISIONS

- **Art. 21 —** Rating of record — the performance rating prepared at the end of the appraisal period; employees are appraised against a written performance plan of critical elements.
- **Art. 21, Sec. (OPS) —** Opportunity to Perform Successfully — before a performance-based action, management must provide written notice identifying the unacceptable critical element(s), the standard(s) that must be attained to demonstrate acceptable performance, and a summary of assistance provided.
- **Art. 24, Sec. 5 —** The written grievance must identify the specific rating, element, or OPS defect being challenged and the requested relief.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Performance Rating / OPS Dispute
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» Identify the appraisal period, the disputed rating of record or element, and the rating official.

» State the facts showing the rating is inaccurate or unsupported, or that the OPS plan omitted a required element (critical element identified, attainable standards, assistance provided).

» Attach or reference the performance plan, the rating, and any OPS notice.

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 21 —** The rating of record is inaccurate or unsupported by the record for the cited element(s).
- **Art. 21 (OPS) —** The OPS plan failed to meet the written-notice requirements (critical element, attainable standard, assistance summary).

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Correct the rating of record for the disputed element(s) to accurately reflect the grievant's performance.
- Rescind or reissue any defective OPS plan consistent with Article 21's written-notice requirements.
- Restore any award eligibility, within-grade increase, or career-ladder promotion affected by the disputed rating.
- Make the grievant whole for any benefit lost as a result of the inaccurate rating or defective OPS.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 7 — Denial of Travel Compensatory Time (TCA)

CONFIRM TERM: *This template treats "TCA" as Travel Compensatory Time (Compensatory Time Off for Travel), governed by Article 8, Section 2. If your office uses "TCA" to mean something else (e.g., a Time-Off Award), tell your Council 247 contact so the citations can be adjusted.*

» Use when management denied earned compensatory time off for travel, or failed to provide an explanation for the disapproval.

GOVERNING PROVISIONS

- **Art. 8, Sec. 2.A —** Employees will receive travel compensatory time in accordance with law and regulation.
- **Art. 8, Sec. 2.C —** Requests for compensatory time off for travel will normally be submitted within five (5) work days of completion of travel.
- **Art. 8, Sec. 2.D —** Disapproved requests will be returned to the employee with a verbal explanation, or written if requested.
- **Art. 8, Sec. 2.E —** Requests are made on the SSA-71 (or equivalent) by marking "Other" and indicating "Travel Comp. Time."

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Denial of Travel Compensatory Time
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» State the dates and purpose of the official travel, and the amount of travel comp time claimed.

» State when the SSA-71 was submitted (normally within 5 workdays of completing travel) and to whom.

» State the date of disapproval, who disapproved it, and whether any explanation (verbal or written) was provided.

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 8, Sec. 2.A —** Earned travel compensatory time was denied contrary to law and regulation.
- **Art. 8, Sec. 2.D —** The disapproval was returned without the required explanation.

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Credit the grievant with the travel compensatory time earned and correct all timekeeping records.
- Provide the written explanation required by Art. 8, Sec. 2.D for any disapproval.
- Cease denying earned travel compensatory time contrary to Article 8.
- Make the grievant whole for any comp time, pay, or benefits lost as a result of the denial.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 8 — Denial of Weather & Safety Leave

» Use when management required an employee to report to (or remain in) unsafe conditions, denied weather & safety leave or an excused absence, or refused to be liberal with leave during a weather/safety event where a closure or early dismissal was not authorized.

GOVERNING PROVISIONS

- **Art. 31, Sec. 3.B —** When management determines that exposure to unsafe or unhealthy working conditions may result in the likelihood of illness or injury, employees will be directed to a safe area, deployed to another installation or Alternate Duty Station (if on a telework agreement), or granted an excused absence.
- **Art. 31, Sec. 3.E —** The Agency will follow 5 U.S.C. 6329c (Weather and Safety Leave), applicable regulations (e.g., 5 CFR Part 630, Subpart P), and Agency policy for a full-day closure, delayed opening, or early dismissal.
- **Art. 31, Sec. 3.E.2 —** When employees request leave/LWOP/credit hours because of such conditions and a closure/early dismissal was not authorized, leave-approving officials shall be as liberal as possible, with special consideration to employees subject to special hazards.
- **Art. 9 —** Health, Safety and Wellness — supports abatement of unsafe or unhealthy conditions.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Denial of Weather & Safety Leave
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» Describe the weather event or unsafe/unhealthy condition, the date(s), and the specific hazard to reporting or remaining at work.

» State what the grievant requested (weather & safety leave, excused absence, or liberal leave) and management's response.

» State whether the office announced a closure/delay/early dismissal, and what leave (AL/SL/LWOP/AWOL) was charged instead.

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 31, Sec. 3.B / 3.E —** Management failed to grant an excused absence or weather & safety leave, or required the grievant to face unsafe conditions.
- **Art. 31, Sec. 3.E.2 —** Management failed to be as liberal as possible in approving leave for the weather/safety condition.

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Grant weather & safety leave (or an excused absence) for the period in question.
- Rescind and restore any annual leave, sick leave, LWOP, credit hours, or AWOL charged in place of weather & safety leave, and correct all records.
- Cease directing employees to report to or remain in unsafe or unhealthy conditions contrary to Article 31, Sec. 3 and Article 9.
- Make the grievant whole for any pay or benefits lost.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 9 — Denial of Work at Home by Exception (WAHBE)

» Use when management denied a properly submitted WAHBE request, denied an extension supported by acceptable medical documentation, or failed to follow the Article 39 process.

GOVERNING PROVISIONS

- **Art. 39, Sec. 1 —** WAHBE is normally for a limited period of up to six (6) months for employees who, for medical reasons, temporarily have difficulty commuting on tour days but can perform their duties at home; management will grant extensions with acceptable medical documentation.
- **Art. 39, Sec. 2 —** All SSA AFGE bargaining unit employees are covered except those in the listed excluded categories (e.g., probationary/trial period, certain formal training, or specified suspensions).
- **Art. 39, Sec. 3 —** A WAHBE request must be in writing and include a statement of performing at or above the successful level, the medical reason and certification, data-security handling, the days/hours requested, the duties to be performed, and the equipment requested.
- **Art. 39, Sec. 5 —** The immediate supervisor informs the employee which management official has the delegated authority to approve the request.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Denial of Work at Home by Exception
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» State the date of the written WAHBE request (or extension request) and to whom it was submitted.

» State the medical basis for the difficulty commuting and that medical certification was provided — without disclosing more medical detail than necessary.

» Confirm the request included the Art. 39, Sec. 3 elements (successful-level statement, days/hours, duties, equipment, data security). State the denial and the reason given.

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 39, Sec. 1 —** Management denied WAHBE (or an extension) although the medical documentation and eligibility supported approval.
- **Art. 39, Sec. 3 / 5 —** Management failed to follow the required process or route the request to the delegated approving official.

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Approve the WAHBE request for the requested period (normally up to six months).
- Grant any extension supported by acceptable medical documentation.
- Rescind and restore any leave the grievant was forced to use while WAHBE was improperly denied, and correct all records.
- Make the grievant whole for any leave, pay, or benefits lost.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).

Template 10 — Denial of Telework

» Use when management denied a telework request (regular, episodic, or off-cycle), failed to act within the required timeframe, or denied a request without annotating the reasons on the telework request form.

GOVERNING PROVISIONS

- **Art. 41 —** Telework program — eligibility and requests are governed by Article 41 and PPM S650_1, using the Telework Program Request and Agreement.
- **Art. 41 (Episodic) —** Management will act on episodic telework requests no later than five (5) working days after receipt; if a request is denied, management will annotate the reasons for the denial on the telework request form.
- **Art. 41 (Off-Cycle) —** Management will consider electronically submitted requests to change a scheduled telework day or telework outside the normal request times.

GRIEVANCE COVER / FILING INFORMATION

Date:	[Date grievance is filed]
To (Step 1 Official):	[Name and title of the Step 1 management official on the Grievance Steps Chart]
From:	[Grievant name] — represented by [Union representative name, title, AFGE Local/Council 247]
Subject:	Grievance Filed Under Article 24 — Denial of Telework
Method of service:	[Email w/ read receipt • Certified mail return receipt • Hand-delivered w/ written acknowledgment]

» Article 24, Sec. 7.B requires proof of service. The subject line must read "Grievance Filed Under Article 24."

GRIEVANT INFORMATION

Grievant name:	[Full name]
Position / grade:	[Title, series, grade — e.g., Claims Specialist, GS-11]
Office / component:	[Office name and code]
Work schedule:	[Fixed shift / flextime / AWS — core hours]
Union representative:	[Name, title, AFGE Local 2879 / Council 247]

STATEMENT OF GRIEVANCE

» Article 24, Sec. 5 requires the written grievance to clearly describe the matter, including the date/place of the occurrence and the individuals involved. Only issues stated here may be considered later or at arbitration — be specific and complete.

» State the type of telework requested (regular, episodic, or off-cycle), the date submitted, and how it was submitted.

» State when management acted (or whether it exceeded five working days for an episodic request).

» State the denial, who denied it, and whether the reasons were annotated on the telework request form.

On [date], at [office/location], the following occurred: [describe the facts in plain, chronological order — what was requested, what management did, who was involved, and what was said]

PROVISIONS VIOLATED

- **Art. 41 —** Telework was denied without the reasons annotated on the request form, and/or without a proper eligibility basis.
- **Art. 41 (Episodic) —** Management failed to act within five (5) working days of the request.

[Explain, in one or two sentences, how each cited provision was violated on these facts.]

REMEDY / RELIEF REQUESTED

» State every remedy you want. Relief not requested here generally cannot be awarded later.

- Approve the telework request, or reissue any denial with the reasons annotated on the telework request form as required.
- Act on telework requests within the required timeframe going forward.
- Restore any leave, pay, or benefits lost as a result of the improper denial.
- Any other relief the Union deems appropriate to make the grievant whole.

REPRESENTATION ELECTION

I elect to be represented by the Union in this grievance. Under Article 24, Section 3, representation of bargaining unit employees is the sole and exclusive province of the Union. All meetings and communications regarding resolution shall be made through the designated Union representative (Art. 24, Sec. 4.C).

SIGNATURES

Grievant signature / date: _____

Union representative signature / date: _____

cc: AFGE Local 2879 / Council 247 file; Step 2 official (upon appeal).

» Keep the proof of service (read receipt, certified-mail receipt, or signed acknowledgment) with the file. Appeal to Step 2 within five (5) workdays of the Step 1 decision (Art. 24, Sec. 9).