

Grievance Time Extension/Pending a Grievance:

Process to be used when the parties mutually agree to a time extension or to pend the grievance.

Time Extension:

Start Date	Step	End Date	Other
Normal grievance process		Date the parties mutually agree to a time extension	Time extension unchecked
Copy current record (above) to create new record (below) that shows the time extension.			
Date the parties mutually agree to a time extension	Same Step as copied record	Date the grievance is advanced OR date the Time Extension is ended.	Time extension checked

*Note – Uncheck time extension when grievance is elevated to net step

Pending a grievance:

Start Date	Step	End Date	Grievance Status
Normal grievance process		Date the parties mutually agree to pend the grievance	Open
Copy current record (above) to create new record (below) that shows the time pended.			
Date the parties mutually agree to pend the grievance.	Same Step as copied record	Date the grievance is advanced OR date the date the parties agreed the grievance is Unpended.	Pending

*Note – Change the grievance status back to Open (or closed) at the next step.