





21-2148 Connaught Street  
Regina, SK S4T 4T9

306-352-8282  
president@local21.ca  
www.local21.ca

2.

**3. WHEN:** did the violation occur? Ensure dates and times are included. Include how often and how long: \_\_\_\_\_

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**4. WHERE:** did it occur? Give exact location(s) if event occurred in different places. Have pictures or drawings if applicable:

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**5. WHY:** is this considered to be a grievance or complaint? Was there a direct violation of an Article(s) in the Collective Agreement? A violation of an Act or Code, an arbitral award, past practice issue:

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**6. WANT:** this relates to adjustments or compensation that you feel are owed to you to correct the injustice:

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➡ RETURN THIS INTAKE FORM TO YOUR GRIEVANCE CHAIR REPRESENTATIVE IN YOUR AREA ◀

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_