

**MEMORANDUM FOR EXTENSION OF TIME LIMITS**

TO: \_\_\_\_\_  
(Labor Relations Officer or Other Management Representative)

FROM: \_\_\_\_\_  
(Steward's Name)

RE: Time Extension

DATE: \_\_\_\_\_

The parties mutually agree to extend the time limits for grievance number \_\_\_\_\_  
grievant's name \_\_\_\_\_, until \_\_\_\_\_.

\_\_\_\_\_  
Chapter Steward Date

\_\_\_\_\_  
Labor Relations Officer Date