

**Academic Personnel Grievance:  
Request for Extension of the 30-day Time Limit for Filing a Step II Grievance**

This form is used by academic appointees who are not members of the Academic Senate and who request an extension to the 30-day time limit for filing a Step II grievance. Grievants should consult Academic Personnel Manual Sections APM-140 and UCD-140. All requests for exception to the 30-day time limit must provide compelling justification. Extensions are not guaranteed.

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_

Home address \_\_\_\_\_

Home telephone \_\_\_\_\_ Email \_\_\_\_\_

1. Date grievant first learned of the act on which the grievance is based:
  
2. On what date(s) did attempts at informal resolution occur? Whom did you contact to attempt informal resolution?
  
3. Specify why an extension to 30-day time limit is needed:

You may represent yourself or elect representation by another individual or organization. If you have elected representation, state the name of the individual and whether or not this person is an attorney or other legal counsel.

Name of representative (if any) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Legal counsel?     Yes                       No

Employee's signature \_\_\_\_\_

Date \_\_\_\_\_