

Type of Grievance to File

Matter of Concern	Informal	Formal	Time Limit
Particular act or occurrence	x		Within 15 calendar days of the act or occurrence or the date the employee first became aware of the act or occurrence
Summary performance rating			
<ul style="list-style-type: none"> • Written comments submitted to the approving official 		x	Within 15 calendar days of receipt of approving officials written response
<ul style="list-style-type: none"> • Written comments <u>not</u> submitted to the approving official 	x		Within 15 calendar days after receipt of the final rating
Disciplinary action (when the employee received advance written notice, the opportunity to reply and a written decision)		x	Within 15 calendar days of the effective date of the action
Response to an informal grievance		x	Within 10 calendar days of receipt of response
Continuing Practice	x		At any time