



Agreement to Extend the Deadline for Grievance Response

Office of the Provost
revised 7/18/11

In the matter of a grievance initiated by:

Grievant and Virginia Tech ID number

Date grievance was initiated

We, the undersigned, agree to an extension of the due date for the response at this step of the grievance process (*mark only one*):

- first step,
- second step,
- third step,
- fourth step, or
- fifth step

I, the respondent, will respond to the grievant by:

Date

Grievant's signature

Date

Respondent's signature

Date

cc: Human Resources