

## 9. Notice to attend a grievance hearing form:

Once a grievance chairperson is appointed, the employee should be notified of the hearing using the right form attached hereto as **Annexure 12 (1)**.

School Logo

**NOTICE TO ATTEND GRIEVANCE ENQUIRY**

Employee Name	
Position	
Division	
Date	

Further to your lodgement of grievance dated \_\_\_\_\_ and received on \_\_\_\_\_, you are hereby notified to attend a Grievance Enquiry, which will take place on:

Date: \_\_\_\_\_ Venue: \_\_\_\_\_ Time: \_\_\_\_\_

You are reminded of your rights:

1. To be represented/ assisted by an employee of your choice from your workplace.
2. To state your case.
3. To call and cross examine witnesses, where reasonable.
4. To have an interpreter, where necessary.

**ISSUED BY:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement of receipt:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION OF WITNESS**

I confirm, I have witnessed that this form has been seen by/handed to the above-named employee.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_