

**USE AGENCY LETTERHEAD**

**Office of Culinary Arts**

July 26, 2021

Ginger Snapp  
1234 North Dakota Ave, N.E.  
Washington, D.C. 20000

*Via e-mail*

Subject: **Grievance – Acknowledged**

Dear Ms. Snapp:

This correspondence serves as acknowledgement that your grievance was received by the Office of Culinary Arts on July 26, 2021 pursuant to Chapter 16 of the District personnel regulations at §1628 (Filing a Grievance; Time Limits).

Your complaint alleges a violation of Chapter 16 of the regulations, specifically §1223.7. The resolution you are seeking is restoration of annual leave for five days. In accordance with §1627, employees may grieve any agency action taken if they have suffered or will suffer harm as a result of a violation of the personnel regulations. Based on a preliminary review of the information contained in your grievance and the timeliness of its filing, we have determined this matter is subject to review. Within five days of the date of this letter, we will schedule a time to meet with you so that we can obtain additional information about this matter for the record. Furthermore, we will explain your rights to request mediation and to proceed with the grievance process.

For your convenience, you may access the provisions referenced above on the [Electronic District Personnel Manual](http://edpm.dc.gov) (edpm.dc.gov).

Sincerely,

*Limon Dropp*

Limon Drop  
Associate Director

[Enclosures]