

(2) Where, under these Regulations, an employee is required to present a grievance within prescribed time limits, he shall be deemed to have done so when he has delivered it, or caused it to be delivered, to his immediate supervisor or local officer-in-charge within the prescribed time or has sent the grievance within the prescribed time to his immediate supervisor or local officer-in-charge by registered mail....

(3) Where, in the opinion of the Board, an employee who feels himself to be aggrieved is so stationed, positioned or located that he is unable to deliver a grievance, or cause it to be delivered, to his immediate supervisor or local officer-in-charge within the prescribed time, and is unable to send the grievance within the prescribed time to his immediate supervisor or local officer-in-charge by registered mail, the Board may, either before or after the expiration of the prescribed time, authorize the presentation of the grievance in such manner and within such time as it deems appropriate.

(4) The period within which an employer shall reply to a grievance at any level shall be calculated from the date on which the grievance is received by the immediate supervisor or the local officer-in-charge of an employee.

75. (1) Where an employee wishes to present a grievance he shall do so

- (a) at the first level of the grievance process, where the grievance does not relate to classification or to disciplinary action resulting in discharge, and
- (b) at the final level of the grievance process, where the grievance relates to classification or to disciplinary action resulting in discharge,

and such grievance shall be presented in the manner prescribed in subsection 74(1) and shall be in the form prepared by the employer pursuant to section 73.

(2) A grievance shall be presented by an employee

- (a) where it does not relate to classification or to disciplinary