**Section 1025.30 Procedure**

a) Grievances shall be submitted in accordance with the procedures established in Sections 1025.40 and 1025.50 of this Part, in the form and manner described, and within specified time limits. Time limits established in this procedure are in calendar days, unless otherwise stated, and may be extended by mutual agreement in writing by the complainant and the reviewer at the Designated Coordinator and Final Levels.

b) A complainant's failure to submit a grievance, or to submit or appeal it to the next level of procedure, within the specified time limits shall mean that the complainant has withdrawn the grievance or has accepted the last response given in the grievance procedure as the Department's final response.

c) The Department shall, upon being informed of individual's desire to file a formal grievance, instruct the individual how to receive a copy of this procedure and the grievance form.