

Annex 3

Form FW (F) Flexible Working Extension of Time Limit Form

Note to the Manager

This form is provided for you to complete when confirming agreement with the employee that you wish to extend a time limit for part of the procedure, from that set out in the Appendix 19. You may extend the time limit for any part of the process, providing the employee agrees to the extension.

Dear

Position/Grade:

I wish to extend the amount of time to:

- Arrange a meeting to discuss your application (28 days)
- Notify you of my decision regarding your application (14 days) ☐
- Arrange a meeting to discuss your appeal (14 days) ☐
- Notify you of my decision regarding your appeal (14 days) ☐

I wish to extend the time limit to days

This means that I will have until: to complete the necessary action

I need the extra time for the following reason(s):

If you agree to this extension please complete the slip below and return it to me

Name

Date

Position in organisation

NOW PASS THIS APPLICATION TO THE EMPLOYEE

Note to the EMPLOYEE

To allow proper consideration of your request, your manager may wish to extend the permitted time limit for any part of the process. Your manager will need your agreement to any extension of the time limit. If you agree to the above request, please complete the agreement slip below and return it to your manager.



Cut this slip off and return it to your manager in order to confirm your acceptance of their request

Employee's agreement to Time Extension **(to be completed and returned to manager)**

Dear

I accept your request to extend the amount of time to

Signed
Name

Date