# Form FW (F): Flexible working extension of time limit for part of the procedure

## **Note to the employer**

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

Dear: Employee Number:

I wish to extend the amount of time that the regulations allow me 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: (date) to complete the necessary action. I need the extra time for the following reason:

If you agree to this extension, please complete the slip below and return it to me. After this date the flexible working procedure and time limits will recommence

Signed: Date:

**NOW PASS THIS APPLICATION TO YOUR EMPLOYEE.**

**Note to the employee**

To allow proper consideration of your request, your employer may wish to extend the permitted time limit for any part of the process. Your employer 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 employer within 7 calendar days.

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

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**Employee’s Agreement to Time Extension** (to be completed and returned to employer)

I accept your request to extend the amount of time to: (date). After this date the flexible working procedure and time limits will recommence

Name: Date:

Signature