**FORM FW (F)**

**Flexible working extension of time limit for part of the procedure**

As the employee making the application or manager considering it, this form is provided for you to complete when confirming mutual agreement with you wish to extend a time limit for completing the procedure, from that set out in the regulations. You may extend the time limit for providing you mutually agree the extension.

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| Dear: Name/Employee Number: I wish to extend the amount of time that the regulations allow to consider my/your application\*: (please delete as appropriate). I wish to extend the time limit until \_\_\_\_\_\_\_\_\_\_\_\_\_ [insert date]. 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/manager (as appropriate)

As the employee making the application or the manager considering it to allow proper consideration of the request, you or your manager may wish to extend the permitted time limit for any part of the process. You or your manager will need mutual 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 employee/manager (as appropriate).

 Agreement to Time Extension (return to employee/manager (as appropriate)

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

Name: Employee Number:

 Signature: Date: