

FW (F): Flexible Working Extension of Time Limit Form
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. Information on when it might be appropriate to extend the time limits can be found in the section entitled 'Extension of time limits' in the guidance booklet 'Flexible working: a guide for employers and employees' (ER 36).

Dear Staff 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.

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.

Signed

Date

(dd/mm/yy)

NOW PASS THIS FORM 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. See the section entitled '[Extension of time limits](#)' in the guidance booklet '[Flexible working: a guide for employers and employees](#)' (ER 36) for further details.

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

Employee's Agreement to Time Extension (to be completed and returned to employer)Dear I accept your request to extend the amount of time to days**Signed****Date**

(dd/mm/yy)