

**Form FW 6**

**Request for Flexible Working Extension of Time Limit Form**

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)

(delete as appropriate)

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.

Signed:

Date:

**Employee's Agreement to Time Extension** (to be completed and returned to the appropriate officer)

Dear

I accept your request to extend the amount of time to:

Signed:

Date: