**FORM FWF: STATUTORY FLEXIBLE WORKING APPLICATION EXTENSION TO TIMELINE**

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| **Note to the Head of Administration and Finance or equivalent**  Use the following text as an email template when agreeing in writing an extension to the time limit for processing a statutory flexible working application, at any stage of the process.  The agreement must:   * be recorded in writing by the department * be dated * specify what time limit the extension relates to * specify the date on which the extension is to end |

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| Dear [Insert name]  Further to your formal flexible working application we have had a discussion and agreed to extend the timescales for considering this. I am now emailing you to confirm what we agreed.  Normally, according to the University’s guidance, the [describe stage of process] would be completed within X weeks. Due to [reason] we have agreed that this will now be completed within X weeks by [insert date].  This extension means that we may need to extend the timescale for completion of the whole process, including any appeal stage, by X weeks.  I would be grateful if you could reply to this email confirming that this reflects our agreement.  Kind regards |