**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 |