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...
(Signature of Applicant)..... (Date).....

Section 2 - Head of School

1. Please indicate whether you agree to the applicant continuing to work:
a) beyond their normal retirement date YES/NO (delete as appropriate)
b) to the alternative date given YES/NO (delete as appropriate)

2. If the applicant has requested a change in hours of work, please state whether you agree to this YES/NO (delete as appropriate)

3. If 'No' please state whether any other work pattern is acceptable
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4. Any additional comments
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5. I support the application in full
 I support the application in part
(please give details)
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I do not support the application (please give details)
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If your request has been declined, you have the right to appeal, see Stage 4 of Procedure.

(Signature of Head of School).....(Date)

(Signature of Head of College).....(Date)
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Copy to: 1. Applicant
2. Personnel Services