

Request for Extension of Rating Period

MEMORANDUM FOR CHRA

DATE _____

SUBJECT: Extension of Performance Rating Period

The performance rating of _____ needs to be extended (NTE 120 days)
from _____ to _____ for the following reason:

_____ To meet the 120-day minimum rating period under an approved performance plan.

_____ Supervisor has been in position less than 120 days and has not observed employee's
performance against current requirements.

_____ Employee's performance has been less than satisfactory due to a personal problem and
performance shows evidence of improvement

_____ Employee's current performance is unacceptable and is in an opportunity to improve period.

_____ The employee is/was on long-term training. Rating period needs to be extended to meet the
minimum 120-day requirement.

_____ Other. Please explain.

<p>Employee's Title, Series/Grade _____</p> <p>Rating Period _____</p>
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Supervisor Signature

CHRA

DATE _____

FOR

Extension: Approved _____ Disapproved _____. Employee must be informed of approved extensions.

The "TO" DATE on the performance evaluation must include the above extended period.

The reason your request is disapproved:

Linda D. Sullivan
Chief, Employee and Management Support Services