

# Texas Department of Criminal Justice

## PERS 328

### Time Limit Extension

**Note to Grievant:** You are receiving this form to notify you that a request for an extension was submitted by the responding authority. Please, sign, date, and return this form to the unit or department grievance contact as an acknowledgement of your receipt.

Grievant Information	
Printed Name	Grievance Number
Job Title	Unit/Division

### Section I: Extension Request

<input type="checkbox"/> Step 1 Current Due Date: _____ Number of Days: _____ New Due Date: _____ Justification: _____		
Grievant Acknowledgement	Signature	Date
Responding Authority Printed Name and Job Title	Signature	Date
Division Director Printed Name	Signature	Date
<input type="checkbox"/> Step 2 Current Due Date: _____ Number of Days: _____ New Due Date: _____ Justification: _____		
Grievant Acknowledgement	Signature	Date
Responding Authority Printed Name and Job Title	Signature	Date
Division Director Printed Name	Signature	Date
<input type="checkbox"/> Step 3 Current Due Date: _____ Number of Days: _____ New Due Date: _____ Justification: _____		
Grievant Acknowledgement	Signature	Date
Responding Authority Printed Name and Job Title	Signature	Date
Executive Director Printed Name	Signature	Date