

Time Limit Extension Request Form

Be sure to complete all sections of the form.
Contact the Commission if you need guidance to complete the form.

Section A – Your name

First Name	Last Name
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Section B: Four-Part Test

If your complaint or part of your complaint (if it is not a continuing contravention) is not filed in time, the Commission can only accept it if it decides that the circumstances warrant the extension for complaint initiation based on the four-part test set out in the Commission's guideline on "Time Limit Extension for Filing a Complaint" (TLE Guideline), also available on the Commission's website at <https://www2.gnb.ca/content/gnb/en/departments/nbhrc/resources/guidelines.html>

Please answer the following questions. Attach any information by e-mail that supports your answers. (For example, if you have a medical reason for filing the complaint or part of the complaint late, attach your medical letter.)

For office use only	
HRC File Number:	When was the Complaint Form filed?
What is the start date for the alleged period of discrimination?	
Comments:	

1. Why do you believe you have a strong arguable case of discrimination/sexual harassment/reprisal? (Why and how do you believe you were discriminated against/sexually harassed/ or reprised against? (briefly describe what happened))

2. a) What have you lost because of the Respondent(s)'s actions? (wages, services, benefits, etc. (See TLE Guideline for more examples))

b) What are you looking for to resolve the issue (the identifiable remedy)? (i.e. payment of lost wages or out of pocket expenses, damages for the injury to your feelings and self-respect, change in policy or practice, accommodation, employment, etc. (See TLE Guideline for more examples))

3. a) Why did you file your complaint or part of your complaint late? (Note: You must give the reasons why you were late filing. It is not enough just to say you didn't know about your rights under the *Human Rights Act*. Were there medical reasons? If so you need medical documentation to support this. Were you trying to resolve this issue another way? If so, when, how and what was the outcome, etc. (See TLE Guideline for more information))

b) Are there any other reasons why you believe the Commission should grant a time limit extension for complaint initiation and accept your complaint?

c) Are you or were you involved in another proceeding or process (about you) dealing with the same incident(s) described in your complaint?

- No: Please proceed to question d).
 Yes: Please answer question i) and ii).

i) Has this proceeding or process ended?
Yes When did it end? _____
No

ii) What kind of proceeding/process is/was it? (for example: a union grievance, a court case, etc.(See TLE Guideline for more information))

d) Was there continuing discrimination?

- Yes, it was an ongoing situation or repeated incidents of the same kind.
 No. – Please proceed to question 4.

If yes, explain how there was an on-going situation. Or, if there were separate incidents, say how they were similar or related and how much time was there between each incident. Please provide dates of the alleged incidents. If there are gaps between the incidents, explain what was happening at those times (See TLE Guideline for more information).

4. Why do you believe there will be no significant unfairness to anyone because of the delay? (For example, it may be unfair if a respondent has lost contact with their witnesses because of the delay or a death. If a respondent knows about a complaint before it is filed, they can keep evidence. If you believe the respondent(s) already knew about the issues in your complaint, say when and how they knew. (See TLE Guideline for more information))

Section C – Please read the statements below and check each statement.

- 1) **I declare the information I have provided in this form is true and accurate to the best of my knowledge and belief.**

- 2) **I understand that the Commission will send a copy of this Time Limit Extension Request Form and any supporting documentation to the Respondent(s).**

Date (YYYY/MM/DD)

Please send the form to:
hrc.cdp@gnb.ca
or
Human Rights Commission
P.O. Box 6000
Fredericton, NB E3B 5H1

Courier Address:
751 Brunswick Street
Fredericton, NB E3B 1H8

You may contact us at:
E-mail: hrc.cdp@gnb.ca
Telephone: (506) 453-2301
Toll Free: 1-888-471-2233
Fax: (506) 453-2653

Website: www.gnb.ca/hrc-cdp