



## Request for a Remote Friendly Hybrid Working Arrangement

Retain this completed form in your department.

### To be completed by employee

Employee name or Department (if requesting for entire department):

Position(s) / Title: \_\_\_\_\_

Manager / Dean / Director: \_\_\_\_\_

Provost / Divisional VP: \_\_\_\_\_

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Select an option below to indicate the number of maximum requested days to work remotely:

1 remote day / week

2 remote days/week

3 remote days/week

4 remote days/week

Select one option below:

I elect to work remotely on the **same days** each week. Indicate which days, below (up to 4 days):

Monday  Tuesday  Wednesday  Thursday  Friday

I elect to work remotely **different days** each week, based on operational need

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### Terms of agreement

This hybrid working arrangement will begin on:

This hybrid working arrangement will (select one):

Continue until otherwise altered

End on:

***Request for a Remote Friendly Hybrid Working Arrangement, continued***

**To be completed by Supervisor/Manager**

1. Please select one option below to indicate your approval of the employee's request to work remotely:

Approve as requested      Approve with changes\*      Disapprove

\*If "approve with changes" was selected, please indicate changes to the employee's request:

2. Indicate the key duties, responsibilities, and assignments that will be performed at the remote work site:

3. The employee has the proper equipment to perform the key duties, responsibilities, and assignments at the remote work site:  Yes  No

If no, the employee will be provided the following equipment/supplies:

4. The employee's work performance will be measured based on the following agreement:

5. The method and frequency of communication between the employee and the supervisor will be based on the following agreement:

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**Approvals**

**Employee signature**

**Date**

**Manager / Dean / Director Signature**

**Date**

**Provost / Divisional VP Signature**

**Date**

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**Internal use**

Copy provided to:     Employee       Manager / Dean / Director       Provost / Divisional VP