

Appendix-B Remote Work Application

To seek approval of a remote work arrangement under the [Remote Work AP](#), begin by reviewing and discussing the [Remote Work Criteria](#) and then complete the following form. The form applies to both employer- and employee-initiated arrangements. Both the employee and their supervisor can complete the form to **initiate individual remote work requests**.

A. Application - to be completed by the employee and their supervisor

Select scenario that applies to this application:

- Employee-initiated (individual employee seeking remote work arrangement)
- Employer-initiated (supervisor recruiting or retaining an individual employee)
- Employer-initiated (business decisions: employee application for remote work that is employer pre-approved for a work unit(s) or a position group(s))

B. Employee Details

Last Name First Name Initial

Department Unit

Position Employee Number

C. Remote Work Arrangement Sought - to be completed by the requestor

Note: Remote work schedules must be in compliance with Collective Bargaining Agreements and The Saskatchewan Employment Act.

Time Period: From _____ to _____ or Ongoing

Location: In-Province Out-of-Province Out-of-Country

Type: Mostly Full-Time or Mostly Part-Time

In case of part-time, please indicate the days requested to be working remotely:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Remote work hours							

Or other (specify) /Additional notes:

Appendix-B Remote Work Application

What is the primary reason(s) remote work is being requested?

Employee Signature

Date

D. Supervisor's Assessment

Describe how this arrangement fulfills [Remote Work Criteria](#):

Suitability for the Organization	
Suitability for the Position	
Suitability for the Employee	

Describe any known exceptions to the employer/employee responsibilities outlined in the policy (e.g. in-person requirements, furniture provisions, travel reimbursement, other costs).

Exceptions above result in additional cost to the employer

Appendix-B Remote Work Application

E. Supervisor's Recommendation

Remote Work Arrangement is: Recommended Not Recommended

Additional Notes (for employee's and Supervisor's use: e.g. stakeholders consulted):

Supervisor Signature

Date

Employee Signature, as required

Date

F. Approvals

Department Head's Recommendation

Remote Work Arrangement is: Recommended Not Recommended

Additional Notes:

Signature

Date

Appendix-B Remote Work Application

Chief Executive Officer's (or Designate's) Approval

Remote Work Arrangement is: Approved Denied
Pursuant to completing Remote Work Agreement.

Additional Notes:

Signature

Date

Next Steps:

- Signed form is returned to the employee's supervisor to discuss with the employee.
- Signed form is forwarded to Human Resources and placed on employees' personnel file.