

# Remote Working Policy - Employee Form

**Employee Name**

**Employee ID**

**Department**

**Position**

**Proposed Remote Working Days**

e.g. Mondays, Wednesdays

**Remote Working Hours**

e.g. 9:00 AM to 5:00 PM

**Proposed Remote Work Location(s)**

**Tools and Resources Needed**

**Communication & Availability Plan**

**Additional Comments or Requests**

**Employee Signature**

**Date**