

Section: PS 806-B

Remote Work Application

Appendix B

Last revised: January 2022
Last reviewed: January 2022
Next review: January 2023

To seek approval of a remote work arrangement under the [Remote Work Policy](#), 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 manager can complete the form to **initiate individual remote work requests**. If management would like to consider and initiate remote work for the work unit or a group of positions, use the [Business Case Form](#) instead.

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

Select scenario that applies to this application:

- Employee-initiated (individual employee seeking remote work arrangement)
- Employer-initiated (manager 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
Ministry	Division and Branch/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:

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

Employee Signature

Date

D. Manager'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

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E. Manager's Recommendation

Remote Work Arrangement is: Recommended Not Recommended

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

Manager Signature

Date

Employee Signature, as required

Date

F. Approvals

Division/Branch Head's Recommendation

Remote Work Arrangement is: Recommended Not Recommended

Additional Notes:

Signature

Date

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Permanent Head'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 manager to discuss with the employee.
- Signed form is forwarded to the HR Business Partner Team and placed on employees' personnel file.