HARTNELLCOLLEGE

## Classified Employee Request for Remote Work Schedule

| Name: | Supervisor: |
| :--- | :--- |
| Job Title: | Date of Request: |
| Department: | Effective Start date: |

Please contact the Benefits \& Leave Analyst in the HR department for medical leave accommodations. For one-time requests, please contact your supervisor directly for pre-approval.
[ ] Under Article 27, I request a hybrid schedule to work remotely for no more than $40 \%$ of my assigned work week. (i.e. 40 hour work week, up to 16 hours telework). Requires supervisor's approval (only).
[ ] Under Article 27, I request a hybrid schedule to work remotely for more* than $40 \%$ of my assigned work week. (i.e. 40 hour work week, more than 16 hours telework).
*In addition to supervisor approval, approval from the Vice President of Human Resources is required.

|  | Workday |  | Lunch break Period |  | Total Daily <br> Day of Week |
| :--- | :--- | :--- | :--- | :--- | :---: |
|  | Start Time | End Time | Start Time | End Time |  |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |
| Saturday |  |  |  |  |  |
| Sunday |  |  |  |  |  |

Employee Signature
Date

Supervisor Signature Date
[ ] Approved [ ] Denied
*Vice President of Human Resources Signature Date
[ ] Approved [ ] Denied

Comments:

