

Homeworking Form A: Request to work at home on an occasional or regular basis

PART 1: to be completed by Applicant

This form should be completed by a member of staff who wishes to work at home on an occasional or regular basis. **Completed Risk Assessment forms must be submitted with this application.**

The Home Working policy should be read carefully before completing this form. If you are in any doubt regarding the implications of the policy or guidelines you should discuss the matter with your line manager or link HR support team.

There is no absolute right on the part of any employee to work at home. The frequency and duration of working at home must be agreed with the line manager.

Once there is an agreement that an individual is to work at home for a part of a day, a given day, or given period of days, the arrangement will be respected as far as possible. However, in an emergency, employees working at home must be prepared to be recalled to the office at short notice.

Name:

Department:

Post Title:

Faculty/Directorate:

I wish to make an application to work at home.

The homeworking arrangements I am requesting are: (Include details of times/days, nature of work, outputs, contact arrangements etc.)

I confirm that I have read and understood the terms of the homeworking guidelines.

I have undertaken a risk assessment using the forms supplied and confirm that I have a safe and suitable environment at home in which to work.

I understand that I may be asked to provide evidence of the work which has been carried out at home.

Employee Signature _____ Date _____

When you have completed this form please return it and your completed Risk Assessment forms to your Line Manager who will complete Part 2 and forward it to the Directorate of Human Resources.

The place of useful learning

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

**Homeworking Form A PART 2 – To be completed by applicant’s line manager
Request to work at home on an occasional or regular basis**

Please complete either section (a) or section (b)

(a) I have considered the application for home working from

I have **agreed** to their request and the following details/conditions will apply:

I have received completed risk assessment forms which confirm that the applicant has a suitable and safe location in their home from which to work.

(b) I have considered the application for home working from

I have **not agreed** to their request for the following reason/s:

Line Manager Signature _____ Date _____

The completed form and risk assessment forms should be sent to the link HR manager and copied to the applicant.

HR Department Use Only:

Date _____

Received: _____