



Informal Remote Work (21 Business Days or Less) Checklist for Employees and Supervisors

Steps	Activities	Employee	Supervisor
Informal Remote Work Request	<ul style="list-style-type: none"> Review the Informal Remote Work FAQ 		
	<ul style="list-style-type: none"> Review Informal Remote Work Guidelines for Supervisors 		
	<ul style="list-style-type: none"> Discuss potential remote work eligibility 		
	<ul style="list-style-type: none"> Request an informal remote arrangement from your supervisor (this can be done by email) 		
Review of Request	<ul style="list-style-type: none"> Review application and recommend (or not) that the employee be considered for informal remote work, then forward the application to the applicable approval authority. 		
	<ul style="list-style-type: none"> Considerations for approval: <ul style="list-style-type: none"> Are the duties of the position able to be completed remotely? Is the employee able/available to fulfil their duties? <ul style="list-style-type: none"> Is the employee providing primary care to a dependent? Does the employee have access to appropriate equipment? Does the employee have VPN access? Is a combination of leave and remote work suitable for the circumstances? Is this a recurring or regular request? Is there a pending Remote Work Agreement in place? Is this an out-of-territory request? <ul style="list-style-type: none"> If yes, employee must provide an appropriate rationale. 		
	<ul style="list-style-type: none"> Email request to Director 		
Approval, notification, and tracking	<ul style="list-style-type: none"> Applicable approval authority approves (or denies) request via email and sends to Department admin for tracking 		
	<p><i>For out-of-territory remote work agreements:</i></p> <p>Director recommends or does not recommend out-of-territory remote work, and forwards the agreement to the Deputy Head for approval</p>		
	<ul style="list-style-type: none"> Advise employee of approval/denial and track information as required by department or agency 		

Note: This sheet is a tool for employees/supervisors and does not need to be submitted as part of an informal remote work application or agreement.