



Informal Remote Work – Employee FAQ

How do I request an informal remote work arrangement?

To request an informal remote work arrangement, employees should email their supervisor.

What information do I need to provide to my supervisor when I am requesting an informal remote work arrangement?

Employees who are requesting an informal remote work arrangement will need to provide their supervisor with the dates that they are requesting to work remotely, the location they will be working from, and the circumstances for which they are seeking remote work.

What is the difference between an informal remote work arrangement and a formal remote work agreement?

An informal remote work arrangement is suitable where the duration of remote work is 21 business days or less and where remote work is irregular (as opposed to circumstances where Hybrid Remote Work is appropriate). If an employee is seeking to work remotely for a longer period, or if they would like to work remotely on a regular schedule each week for an extended period, a Formal Remote Work Arrangement is necessary.

What if I need to extend my informal work arrangement?

Employees should notify their supervisor as soon as they are aware that they will need to extend their informal remote work arrangement. An extension of the informal work arrangement will be considered on the same criteria as the informal work arrangement was initially approved, so long as the total length of the informal remote work arrangement remains within the 21 business day limit. However, employees should be aware that changing circumstances may result in an extension not being approved.

What if my informal remote work arrangement needs to be extended beyond 21 business days?

Employees on informal remote work arrangements are responsible for notifying their supervisor and initiating a Formal Remote Work Application as soon as they are aware that their requirement to work remotely will extend beyond 21 business days.

It is important to note that the criteria for approving a Formal Remote Work Arrangement are more stringent than an informal remote work arrangement; employees should not presume that approval for informal remote work will result in approval for Formal Remote Work



Can informal remote work be outside the NWT?

Informal remote work can be conducted outside of the Northwest Territories in exceptional circumstances. Employees requesting to work outside of the Northwest Territories may need to provide information in addition to what is required for informal remote work occurring within the territory.

It is important for employees to understand that informal remote work is not intended to be used instead of appropriate and applicable leave available to the employee.

Can informal remote work be from another community within the NWT?

Informal remote work can be conducted outside of the community of an employee's designated workplace. Employees requesting to work outside of the community of their designated workplace may need to provide information in addition to what is required for informal remote work occurring in their community.

Do I need an informal remote work request to work remotely for a few hours?

An informal remote work arrangement is only necessary for remote work of a business day or more; shorter remote work can be approved by the employee's manager or supervisor.

Is this 21 days, consecutive AND non-consecutive over what time period (calendar year, month, fiscal year?)

It is 21 consecutive business days, the request for informal cannot exceed 21 consecutive business days.

Can an employee seek more than one 21 business day consecutive leave period in any one year without having to enter into a formal remote work agreement? If yes, doesn't this negate the purpose of having an agreement?

Each informal request is reviewed by the Supervisor and Director if necessary. The number of times an informal remote work request can be made is at the discretion of the department, however, keep in mind that these request should not be consistent (i.e. every Wednesday for the next 3 months). If there is a pattern in requests the Supervisor will consider this a formal request and advise the employee to submit the application for the formal remote work agreement.