



## **COVID-19 Temporary Remote Work Request Form**

Complete this form to request a temporary remote work arrangement from Tuesday, March 17-Sunday, April 19, 2020, and obtain approval from your supervisor and Vice President. Department operations and office coverage will be considered before requests are approved. Send the signed copy as an attachment to Human Resources at [hr@elon.edu](mailto:hr@elon.edu).

### **Temporary Remote Work Option - Employee Completes**

Name:

Elon E-mail Address:

Job Title:

Department:

Begin Date:

End Date:

**Provide details about how you will complete your work effectively under this requested arrangement:**

Detailed plan to fulfill work expectations:

Detailed plan how communications with co-workers, supervisors and Elon community members will occur during your regular work hours.

*I understand that Elon University may modify or suspend the temporary remote work arrangement at any time.*

Employee's Signature:

Date:

**Adjusted Work Arrangement - Supervisor Completes**

Approved

Approved with Adjusted Date(s)

Begin Date:

End Date:

Not Approved

Comments:

**For security purposes, all remote work must be performed using an Elon-issued device connecting through an Elon VPN. Elon office phones may be forwarded to Elon mobile phones. Remote workers must always to adhere to Elon IT best practices and our Information Security Policy published online at: <https://www.elon.edu/u/bft/technology/forms-and-policies/information-security-policy/>.**

**Approval Signatures**

Supervisor Date

Department Head (AVP, Dean, etc.) Date

Vice President / Provost Date

Human Resources Date