Administrative Faculty Telework Pilot Program – 2025



Form to Request Telework One (1) Day Per Week

I am requesting to telework one (1) day per week within the guidelines of the Administrative Faculty Telework Pilot Program -2025 (01/01/2025 -12/31/2025).

Name:	
Job Title:	
Department:	
Requested day of the week:	
Technology in place at the telework site (please check a	ll that apply):
Computer/laptop (monitor if applicable) with au	dio, video and internet capabilities
Reliable telephone and internet access with suffi	cient speeds to complete work
Computer software including MS Teams, Outlool	k, Jabber and adequate security
I have read the guidelines for this pilot program and und	erstand my obligations for compliance.
Employee signature Date	

Approved to telework on the following day of the week: ______

Supervisor signature

Date

cc: Division Head Human Resources