



**TELECOMMUTING REQUEST
EMPLOYEE INITIATED**

Request and Approval for Telecommuting: No employee is entitled to participate in the campus Telecommuting Program. Telecommuting is voluntary and approved upon mutual agreement between the employee and Appropriate Administrator when the campus determines that telecommuting is operationally feasible and is in its best interest. An employee who wants to participate in Telecommuting must submit a written request to their Appropriate Administrator. The decision of the Appropriate Administrator to deny an employee's request to participate in Telecommuting is not subject to appeal.

Employee Information

Name: _____ Red ID: _____

Division: _____ Department: _____

Telecommuting Site Address: _____

Work Email: _____ Phone #: _____

Appropriate Administrator Information

Name: _____

Division: _____ Department: _____

Work Email: _____ Phone #: _____

Signature

Employee	
Please provide justification for this request (optional):	
(Signature)	(Date)