



ENGINEERING | SURVEYING | CONSTRUCTION SERVICES  
DEFINING QUALITY SINCE 1965



### Remote Work Request Form

Remote working is a permanent or temporary agreement between Pettigrew & Associates, P.A. and an Employee to work from a non-office location for more than three days.

#### Employee Information

First and Last Name: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

DOH: \_\_\_\_\_

I would like to apply for:

Temporary Remote Work from \_\_\_\_\_ to \_\_\_\_\_

Permanent Remote Work beginning \_\_\_\_\_

Remote Work Location: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By submitting this request, I understand:

I will not receive additional compensation for remote work

All remote work requests will be considered on a case-by-case basis and approval or denial of other requests will not be the basis for a determination of my current remote work request

Pettigrew & Associates, P.A. may end the remote work arrangement at any time and for any reason with little notice

I must be able to perform all essential activities for my position while working remotely

I will work with my manager and department to determine appropriate remote work arrangement which is effective for the operations of the department and the company as a whole

If an effective remote work arrangement cannot be determined or agreed upon, I may not be approved for remote work

I understand that my request for remote work does not guarantee that I will be eligible and approved to work remotely

I understand that remote work is not an entitlement and that it is not appropriate for every position and every employee

If approved, I agree to maintain the highest standards of safeguarding Pettigrew & Associates, P.A. working remotely

I have read the Employee Remote Work Policy

Employee Signature: \_\_\_\_\_

**Manager's Statement**

The employee's position is currently conducive to remote work, we have determined a remote work arrangement which is effective for the operations of the department, and I recommend approval of remote work based on the job responsibilities and the employee's job performance.

I do not recommend approval of temporary remote work.

Comments (Required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manager Signature: \_\_\_\_\_

**Executive Determination**

The employee is approved for remote work

Comments

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The employee is not approved for remote work

Comments

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Executive Signature: \_\_\_\_\_

**HR Review / Special Notations**

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HR Signature: \_\_\_\_\_