

## Temporary Telework Request Form

Telework allows employees to perform their work duties from somewhere other than their normal workplace. In most cases telework schedules will remain consistent with PSU's operating schedule. The PSU Telework Policy is available at

<https://www.pittstate.edu/hr/policies/telework.html>.

Information about IT Support for remote work is available at:

<https://www.pittstate.edu/it/information-technology-services/it-support-for-remote-work.html#undefined3>.

### I. EMPLOYEES: Complete this section and submit to immediate supervisor.

Employee Name: \_\_\_\_\_

Employee Position: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Duration Requested: \_\_\_\_\_

(start date to end date, if known)

### II. SUPERVISORS: Route for approval/disapproval.

Immediate Supervisor:

\_\_\_\_\_  
(signature) (date) (approve/disapprove)

Dean/Director/Associate Vice President:

\_\_\_\_\_  
(signature) (date) (approve/disapprove)

Vice President/President:

\_\_\_\_\_  
(signature) (date) (approve/disapprove)

### III. COMMENTS:

\_\_\_\_\_