



Employee Name:	
Job Title:	
Date of Hire:	
Manager:	

Reason for request:

How will telecommuting benefit PAVIR?

What is your proposed telecommuting schedule / hours?

Describe the proposed workspace in your home:

What equipment / technology will be needed in order for you to telecommute effectively?

What tasks will be completed while telecommuting?

How will telecommuting change your current work practices?

How will you communicate with your manager?

Approvals:

Manager:

David Luther

HR Director:

Kerstin Lynam

PAVIR CEO:

Name

Signature