



<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>Date of Hire:</b>	
<b>Manager:</b>	

**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:**

\_\_\_\_\_ **Name**

\_\_\_\_\_ **Signature**

**HR Director:**

\_\_\_\_\_ **Name**

\_\_\_\_\_ **Signature**

**PAVIR CEO:**

\_\_\_\_\_ **Name**

\_\_\_\_\_ **Signature**