

University of Houston System
Alternative Work Arrangement Justification Form

This form should only be used to justify an Alternative Workplace Arrangement for telecommuting/remote work (100% off-campus) or hybrid (on-campus and off-campus). Please fill out, sign, and submit to your immediate supervisor for their review.

Employee Name (Print)

PSID#

Supervisor Name (Print)

Division

1) What type of Alternative Work Arrangement are you requesting?

Telecommuting/Remote Work (100% off-campus)

Hybrid Work (Some work on-campus and some off-campus)

2) Requested Schedule for Off-Campus Work

Days of the week: Monday Tuesday Wednesday Thursday

Friday Saturday Sunday

Alternate Work Location: Home Workplace Other

3) What date would you like the Alternative Work Arrangement to begin? _____

If temporary, please indicate the end date: _____

4) Explain how you will be able to maintain the expected productivity level to achieve the goals of your position? Please explain.

5) What arrangements have you made to provide a safe workspace and all necessary resources (i.e. computer, equipment, internet, etc.) required by [MAPP 02.04.10 – Alternative Work Arrangements](#) to perform all expected duties of your position? Please explain.

I hereby affirm by my signature that I have reviewed, understand, and agree to comply with all the provisions stated in this Alternative Work Arrangement Agreement Form and [MAPP 02.04.10 – Alternative Work Arrangements](#). I also acknowledge that I have taken the required Alternative Work Arrangement Mandatory training.

Employee's Signature

Date

Approvals:

Supervisor Signature

Date

Next Level Leader Signature (if applicable)

Date

Next Level Leader Signature (if applicable)

Date

Vice President

Date

Approved Telecommuting/Remote work (100% off-campus) forms must be submitted to awahr@uh.edu for AVC/AVP Human Resources approval.

Assoc. AVC/AVP Human Resources or Designee Signature

Date

Denied:

Supervisor Signature

Reason for denial based on MAPP 02.04.10 section: _____

Explanation of Denial (*):

The Alternative Work Arrangement Justification Form is mandatory for telecommuting/remote work (100% off-campus) and hybrid (on-campus and off-campus). You must obtain all the necessary approvals prior to submitting your request in the system and the approved justification form must be attached to your request.

***(All denied forms must be sent to Human Resources: hrsc@uh.edu.)**