



Instructions for Remote Engagement Application

For employee & student use

Instructions for Application/Submission

1. Employee/Student obtains the Remote Engagement Application from the Office of Human Resources/Office of Student Life. If the form cannot be obtained in person it may be requested via email or phone call.
2. Form will be completed, documentation attached and returned to Office of Human Resources/Office of Student Life as soon as possible.
3. Notice of approval / denial will be as follows:
 - a. The Office of Human Resources will notify employees of approval/denial. HR will also notify the employee's direct supervisor.
 - b. The Office of Student Life will notify student as well as the Office of Academic Administration.
 - c. The Office of Academic Administration will notify faculty of student's approval/denial.



Remote Engagement Application

For employee & student use

Name: (please print): _____ **Date:** _____

Faculty/Staff Position/Title: _____

OR

Student Colleague ID: _____

Reason for Request

_____ **Medical** (please give a brief explanation and attach documentation from your medical professional)

_____ **Other** (please give a brief description and attach supporting documentation for this request)

Dates requested for remote engagement: _____

Signature: _____ **Date:** _____

Faculty/Staff: Please return agreement to the Office of Human Resources

Students: Please return agreement to the Office of Student Life

For office use only

Approved _____

Denied _____ **Reason:** _____

Student Life Signature (students only): _____ Date: _____

Academic Office Signature (students only): _____ Date: _____

HR Signature (staff & faculty only): _____ Date: _____