



## Remote Work Arrangement Request

***To be completed by the Employee***

Employee:

Supervisor's name:

I request the following Remote Work Arrangement (RWA) to my current work location and/or hours. I have considered the needs of our department and the expectations of my position and have identified several potential benefits to this arrangement:

- Describe the requested Remote work arrangement schedule being requested:  
Hybrid Remote Work                      Full Time Remote Work
- Specify the proposed beginning and ending (if applicable) date of this RWA:  
Start Date:
- Specify the days and hours, as appropriate, of the requested RWA:  
Mon.                      Tues.                      Wed.                      Thurs.                      Fri.                      Flexible

I understand that this proposal requires approval and the agreement of the manager and area's Division Head/Dean/Vice President. I also understand that approval of this request does not establish a permanent arrangement, and that adjustments to or termination of this plan may require that I return to my original work schedule/arrangement if my performance is not up to expectation or business/operational needs are not being met, as defined in the Remote Work Arrangement policy.

Employee Signature/Date

Manager Signature/Date

Vice President/Division Head/Dean Signature/Date

**Please send a copy to Human Resources at [HR@njit.edu](mailto:HR@njit.edu)**