# Blended Working Request Form

Step 1: Employee Action. Complete information **and** send to your Line Manager (via email).

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| --- | --- |
| Employee Name: | enter name |
| Staff Number: | enter name |
| Proposed Start Date: | enter a date |
| Proposed End Date\*: | enter a date |
| Proposed Blended Working Arrangement*(Note; this form allows local arrangements where required to be captured such as variations of days from week to week)* |
| Number of Days working remotely: | enter number of days |
| Days of week working remotely:(please note if any half days are requested) | enter days of the week |
| Health and Safety Risk Assessment |
| Confirmation that I have completed the Health & Safety Risk assessment and I am aware that before I proceed with remote working I must discuss outputs of this with my line Manager. To access information on how to complete this go to the [Health and Safety](https://www.tcd.ie/hr/blended-working/health-and-safety.php) section of the Blended Working site. <https://www.tcd.ie/hr/blended-working/health-and-safety.php>  |
| Yes | [ ]  | No |[ ]
| Home Address:You must provide your home address for the purposes of remote working | enter Home Address |
| Please ensure that you update your personal information - by accessing CoreHR: <https://my.corehr.com/pls/coreportal_trp>, click on my profile (by clicking on your name) and update your home address. |

Step 2: Following Manager and Employee discussion, Manager completes and emails to employee.

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| --- | --- | --- | --- |
| Self Risk Assessment completed and discussed:(if no, application **cannot** proceed) | Yes | [ ]  | No |[ ]
| Request Approved | Yes | [ ]  | No | [ ]  |
| If the above request for blended working cannot be facilitated, please state reason why: |
| enter reason |

Step 3: Manager and employee should retain a copy of this form.
Manager provides information to HR for central recording of information, by completing the [online form](https://forms.office.com/Pages/ResponsePage.aspx?id=jb6V1Qaz9EWAZJ5bgvvlK4z1jvXEkMREvUxy-mqd4pBUNEpXUjdTTUVNS0pBUFA0RTlSQUFGSlY0UC4u).