# Blended Working Request Form

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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).