**REQUEST FOR AN AGREEMENT ON TELECOMMUTING (while serving)**

**From:**

Name of UN Volunteer

Empl ID #:

Assignment Title:

Host Entity:

Duty station/Division/Unit:

**To:**

Name of Supervisor:

Functional Title:

Host Entity:

Duty station/ Division/Unit:

**REQUEST**

1. I hereby request to telecommute outside my official duty station beginning from **XXX** until **XXX.**

2. Reason for telecommuting -

3. Proposed work schedule and time zone:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Proposed Work Schedule | | Lunch | |  |
|  | Start time | End time | Start time | End time | Calculated hours |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |
| Saturday |  |  |  |  |  |
| Sunday |  |  |  |  |  |

4. Work deliverables:

5. Location of telecommuting outside the duty station: 6. Approval

Address: Date:

Country: Name of Supervisor:

Contact details: Signature of Supervisor:

E-mail address:

---------------------------------

Signature of UN Volunteer