## **Appendix 1.9: Hybrid Working Request Form**

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| **Formal Request for Hybrid Working Form** | | | | | |
| **Section 1: Hybrid Working Information** | | | | | |
| Employee Name |  | Employee Department | | |  |
| Employee Home Address  Ensure this matches your address listed on BrightHR |  | | | | |
| Proposed Hybrid Working Arrangement (i.e. number and timing of days proposed to be worked remotely. Your line manager will assess your initial request in line with principles of the Hybrid Working Policy and Handbook) | | | | | |
| Proposed start date for hybrid working arrangement | | |  | | |
| Employee Signature: | | | | Date: | |
| **Section 2: Line Manager Approval** | | | | | |
| Manager Signature: | | Manager Name (BLOCK CAPITALS) | | | |
| Date: | | | | | |
| **Section 3: HR Sign-Off for File** | | | | | |
| HR Signature | | HR Name (BLOCK CAPITALS) | | | |
| Date: | | | | | |
| **Employees: send this form via email to your line manager.**  **Line managers: send the completed form via email to** [**hr@carlowcollege.ie**](mailto:hr@carlowcollege.ie)**.** | | | | | |