07/19/21 For Workplace Flexibility Contact supervisor and/or HR No Is your request subject to * Applicable Employee Categories Remote Work Policy? Academic Staff (other than CHS For ADA (Medical) Accommodation Faculty/CT Faculty (e.g., clinical Contact Divisional Disability Rep (DDR) professors, clinical instructors) Yes University Staff Limited Employees No Do Not Submit Temporary Employees is your employee category Post-Degree Training subject to Remote Work End of process **Appointments** Policy?* Student Hourly Employees. Yes Employees categorized as Zero-**Dollar Appointments** For out-of-state or international No Can your work be done remote work only-Faculty, CHS away from assigned work Faculty, CT Faculty (e.g., clinical location? professors, clinical instructors) and Graduate Assistants (i.e., Yes Teaching Assistants, Research Assistants, and Project/Program Contact Export Assistants) Yes Yes Want to work from an Remote work not Control Office & E1/E2 country?** allowed? Cybersecurity No No Discuss "business ** Contact the Export Control Yes Yes Is this an international necessity" with Business necessity denied Office for a current list of the remote work request? manager/ by Dean/Dir/VC? countries under a comprehensive department chair embargo by the U.S. government. No No Yes Yes Contact Int'l Faculty Immigration status Are you a foreign national requires modification? working at UW-Madison2 & Staff Services No No Employee completes Remote Work Agreement No Form Not Submitted Employee agrees to attestations? **End of process** Yes No (information needed) No (denied) Supervisor/Time Approver approves? ***The S/C/D approver will consult with various UW-Madison consulting offices if Yes there are risk flags. Reach out to your supervisor if you have questions. S/C/D No (denied) No (information needed) Approver(s) approve?* Yes Accepted Denied NOTE that you, the employee, **Employee & All Employee & All** may withdraw your request at any **Approvers Notified Approvers Notified** point during the approval process.

Remote Work Agreement—Employee Workflow