



Appendix 1a to the Teleworking Service Agreement

Surname, First Name of Applicant	Phone Number
Department / Institution / Unit	email
Number of hours worked at the University of Greifswald	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other schedule _____ Hours per week	

Request

for permission to work from home or from a remote site (teleworking) as provided for in the DV-Telearbeit (hereinafter Teleworking Service Agreement) of 1 September 2017

1. I am applying for permission to work:

on an alternating home-and-telework schedule in period from _____ until _____

(Note: In accordance with § 12(1) of the Teleworking Service Agreement, an alternating home-and-telework schedule shall be approved for a period of no more than one year, but may be extended, if a request is submitted six weeks before the end of the approved period.)

2. This request is an:

initial application ☐ request for extension ☐

3. Grounds for application

- ☐ Parenting or caring for one or more children under the age of 18 living with the applicant
- ☐ Caring for a family member with care needs (including family members within civil unions or partnerships)
- ☐ Severe personal disability (degree >50% on the German disability scale) or a disability that has been officially classified as being equivalent to a severe disability.
- ☐ Reduced capacity due to illness (convalescence period)
- ☐ Voluntary work

Other reasons:

The following supporting documents are enclosed:

4. Information about your home workspace

Address (in full):

5. Details about how working from home / teleworking will be structured:

- ☐ There shall be no agreed set times when the applicant must be present or contactable. Working from home and teleworking should be an occasional or irregular occurrence and should not represent more than 40% of the number of regular hours worked. The work-from-home schedule should be agreed with the applicant's direct line manager. This does not affect the stipulations set out in § 3(8) of the Teleworking Service Agreement. The statutory requirements on working hours shall be observed (max. of 10 hours worked per day, a break of at least 11 hours after the last shift worked, no work on Sundays or public holidays).
- ☐ The average number of hours worked per week shall normally be allocated as follows:
(To be completed only if an agreement on hours worked at home and hours worked at the university is to be drawn up as the applicant's normal working schedule.)

Weekday	Univ. dept. / institution / unit		Home office	
	from	until	from	until
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

- ☐ Availability when working from home (to be completed only if it is necessary to stipulate times when applicant is available)

Weekday	Univ. dept. / institution / unit		Home office	
	from	until	from	until
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

If work is to be carried out after 9.00 p.m., I hereby waive my right to be compensated for out-of-hours work.

6. Description of work to be performed from home or via teleworking:

7. Information on technical equipment:

- Existing IT equipment (e.g. PC, notebook), employer-provided or personal device
- Internet connection (e.g. DSL, cable, satellite, password-secured Wi-Fi network)

8. Written statement from applicant's direct line manager

In accordance with the provisions of § 5(1) of the Teleworking Service Agreement, the required written statement from the applicant's direct line manager is enclosed as Appendix 1b to this application.

Place

Date

Signature of Employee

Written Statement from Applicant's Direct Line Manager

regarding the applicant's request to work from home or from a remote site (teleworking) as provided for in the *DV-Telearbeit* (Teleworking Service Agreement) of 1 September 2017.

Applicant:

Surname, First Name(s) of Employee

- ☐ The applicant's role and responsibilities are suitable for home working or teleworking.
- ☐ The type of work to be performed can be carried out using IT-supported processes.
- ☐ Access to resources at the applicant's university workplace normally not required
- ☐ The work does not require the applicant to be continuously available at short notice at the university
- ☐ For the reasons set out below, the applicant must be available at the home or remote workplace at the following times:

The applicant meets the following requirements:

- ☐ Applicant has sufficient IT knowledge to work independently using standard software applications
- ☐ Applicant has the capacity to organise working-from-home or teleworking activities in an independent and responsible manner

Result:

- ☐ Request approved
- ☐ Request not approved for the following reasons:

Date

Signature of Applicant's Direct Line Manager