

## **Note for Remote Working Policy**

August 2023

### **Objective**

In exceptional circumstances where an employee is unable to report to work but must fulfill certain job responsibilities, employee may be allowed to work remotely to balance work and family needs.

### **Scope**

This policy applies to on-roll employees of the University except support staff and all roles that require mandatory presence in the Campus.

### **General Guidelines**

#### **1. Eligibility to work remotely**

Remote working is permitted only in cases of medical emergencies or unforeseen circumstances affecting the employee or their immediate family.

#### **2. Remote working duration**

Employees may be allowed to work remotely for a maximum of one week at a time. Extensions may be considered based on individual circumstances.

#### **3. Approval process**

All remote working requests will be evaluated based on the employee's job role and are subject to approval by the appropriate authority.

#### **4. Amendments**

The University reserves the right to amend, modify, or withdraw any clauses of this policy as necessary, depending on business needs. This policy supersedes any previous versions on the same subject.

#### **5. Interpretation**

The Human Resources department is the sole authority for interpreting this policy.

Approved by:

Item GB 24.24 September 02, 2023, 24th MEETING OF GOVERNING BODY