TEMPLATE FORM

for remote work request

 Katowice, …............... 2020

**………………………………………..**

 **University of Silesia**

 **in Katowice**

 **Mr/Ms/Mrs**

 **………………………………………..**

 **Job position: ..............................**

Mr / Mrs…………………………………………………

1. I request you to perform work, specified in your employment contract, outside the regular place of performance, in your place of residence at the address known to the employer; *(or different location indicated by the employee, with employer’s consent)* on days specified on the employee attendance list in ................ (month) ............ (year).
2. your direct supervisor shall register the requested days of work performance as specified in Item 1) in ....................... (month) ....................... (year) on the employee attendance list.
3. the attendance list together with the remote work request shall be delivered to the Department of Personal and Social Affairs within the deadline indicated in the Rules and Regulations of Work at the University of Silesia.
4. I request you to work in a location ensuring occupational hygiene and safety appropriate for the type of work performed, with the working time schedule resulting from the employment contract;
5. for the purpose of confirming your presence at work and recording your working time, I oblige you to inform about the beginning and end of work by phone or electronically (to the e-mail address: ………………@us.edu.pl);
6. for the purpose of receiving ongoing work orders related to the work performed and delivering the work results, I oblige you to be constantly ready for work and keep direct contact by phone or electronically (company addresses: …………………………………………);
7. I oblige you to inform your direct supervisor immediately about every intended departure during your working time (outside the place of residence) *(or other place of remote work performance)* for business or private purposes, as well as about every intended holiday leave or other justified absence at work;
8. I oblige you to inform about any alarming health symptoms, and in the case of suspected coronavirus infection, to follow the recommendations and regulations of state and self-government authorities, including especially the recommendations and regulations of the Ministry of Health and Chief Sanitary Inspector.
9. Copy *(or electronic printout)*: ad acta