

Out-of-Scope Reduced Hours of Work Arrangement Application Form

Last revised: October 2021
Last reviewed: October 2021
Next review: October 2022

The arrangement has been agreed with the applicant's manager

Manager's Signature

Print Name and Title

Approved

Not Approved

Permanent Head's/ Designates Signature

Print Name and Title

Date Approved

Process for Approved Reduced Hours of Work Arrangements:

- Approved form is forwarded to the HR Service Centre for payroll implementation.
- Copy of approved form is forwarded to Employee and Timekeeper.