

Remote Work Status Tracking in MIDAS

Last revised: January 2022

Last reviewed: January 2022

Next review: January 2023

Section A: Starting an Arrangement

Section B: Terminating an Arrangement

Managers/Supervisors must complete and send this form to hrsc@gov.sk.ca before remote work arrangement commences (Section A) or when it is terminated (Section B). This form is not required if Termination Notification Form was already sent to the HR Service Center. Please do not attach the arrangement itself or any other required attachments for the arrangement.

Employee Name	Employee Number	Assignment Number
Ministry	Branch	Manager/Supervisor Name and Phone Number

Section A: Starting an Arrangement

Managers/Supervisors are responsible for keeping this information up to date in MIDAS and should submit an updated form to the hrsc@gov.sk.ca if information below changes (e.g., arrangement term has been extended, type has changed from part-time to full-time)

Remote Work Arrangement Start Date: _____
DD / MM / YYYY

Remote Work Arrangement End Date: _____
(if for a specified term) DD / MM / YYYY

Remote Work Type:

- Full-time
- Part-time

Initiated by:

- Voluntary – Employee
- Voluntary – Employer
- Condition of Employment

Location:

- In-Province
- Out-of-Province
- Out-of-Country

Location (City/Town): _____

Manager / Supervisor: _____ Date: _____

Section B: Terminating an Arrangement

Not required if Termination Notification Form has been submitted to the HRSC already.

Remote Work Arrangement End Date: _____
DD / MM / YYYY

Manager / Supervisor: _____ Date: _____