

REMOTE WORKING SATURDAY

Application Form

Principles & Guidelines	
1. Saturday is a paid working day which employees may apply to be remote working day.	
2. Remote working requirements;	
A	You have a strong mobile signal
B	You are readily reachable via mobile phone
C	If need be, you have a safe access to go online to open our system and send email/s
3. Remote Saturdays are not guaranteed for all Saturdays. If business needs, you may be asked to work in the office.	
4. While you have the flexibility where you will be given that it is remote, Saturdays are not substitute SIL days. You are required to be on call at all times. If you cannot be reached, file it as SIL.	
5. Remote Saturdays are dependent on work requirements and is not automatic for all. Your line leads will determine if your role may be allowed for remote working.	
6. Remote Saturdays likewise require the capability of the person to manage his/her workload and demands. Work with your line leads to properly manage this, otherwise, Remote Saturdays will not be effective for you.	

Remote Working Checklist

<p>Mobile Number</p> <p>(Indicate number below)</p>	<p>Possible Venue's where you will be working:</p>
<input type="text"/>	<input type="text"/> Home
<p>Alternate Mobile Number</p> <p>(Indicate number below)</p>	<input type="text"/> Café/Restaurant
<input type="text"/>	<input type="text"/> Out-of-town
<p>Teammate who can assist you</p> <p>(Indicate name & number below):</p>	<input type="text"/> Others
<input type="text"/>	<input type="text"/> Safe Access to go online
<input type="text"/>	<input type="text"/>

Responsibilities and Obligations

I hereby certify that I am responsible for the following:

- Answer all calls and attend to all work matters that will arise during Remote Working Saturdays to ensure uninterrupted business operations.

- Ensure utmost confidentiality of Company information and data protection at all times during my remote working.

-I understand that should my line lead observe deterioration in my performance, I will be asked to work from the office on Saturdays. My line lead will also make the recommendation on when I can re-apply for the Remote Working Saturdays.

Employee Conformance

This is to formalize my application for the Remote Working Saturdays and hereby signify my understanding of and agreement to the conditions of Remote Working Saturdays.

Name & Signature of Employee

Date _____

Line Lead Conforme

Signify your approval by affixing your signature below:

Name & Signature of Line Lead

Date _____

HR Receipt and 201 Filing

Received By:

Date:

