



**Employee Information**

USC ID:	Legal Name (First/MI/Last):		
Dept #:	Dept Name:		
Division/College:			
USC Title:		Internal Title:	
Address:			
City:		State:	Zip:
Requested Number of Days Hybrid/Remote per week:			

**Requestor's Information (Manager or above)**

USC ID:	Name:		
Position/Title:		Email:	

**Justification**

Please select all the reasons that apply:

<input type="checkbox"/>	1. The employee has a unique or specific skillset that cannot be replaced through recruiting in the South Carolina workforce if vacated.
<input type="checkbox"/>	2. Adjunct faculty who teaches a uniquely specialized subject matter that is considered difficult to replace and/or recruit if vacated.
<input type="checkbox"/>	3. Position that does not directly interact with students, faculty, staff, or constituents. The position is considered a critical role for the area and the employee has demonstrated they can maintain productivity while working remotely and/or has attributes to work independently and productively.
<input type="checkbox"/>	4. Exception Request – Faculty or Staff member does not meet the specific conditions for telecommuting as outlined in the guidelines.
<input type="checkbox"/>	5. The position requires the faculty or staff member to work remotely (i.e. regional admissions recruiters or when grants designate specific geographic restrictions) No additional justification required.
<input type="checkbox"/>	6. Faculty and staff who are engaged only in online degree programs (e.g., Palmetto College on-line programs or Master's degree programs offered exclusively online). No additional justification is required.

Please provide a detailed justification for the telecommuting request, referencing the reason(s) indicated above. In your response, include the potential impact if the request is denied, along with any other pertinent information that should be considered:

**Signatures**

Supervisor/Dept Head:	Date:
VP/Dean:	Date:
<ul style="list-style-type: none"><li>For <b>ACADEMIC UNITS INCLUDING ALL FACULTY AND STAFF</b>: Please send the approved request to the Office of the Provost at <a href="mailto:PROVWORK@mailbox.sc.edu">PROVWORK@mailbox.sc.edu</a>. The Provost will be the final approver on faculty forms. The Provost's Office will forward the academic unit staff requests to HR for final approval.</li><li>For <b>NON-ACADEMIC UNITS STAFF</b>: Please send the approved request to Human Resources at <a href="mailto:TELECOMMUTE@sc.edu">TELECOMMUTE@sc.edu</a> for final approval.</li></ul>	

**Status of Request (HR Use Only)**

Approved:	Denied:
Approver's Signature:	
Date:	