

# Homeworking Request Form

This form is to be used when requesting regular or permanent homeworking. Please refer to the University's Homeworking Policy/Hybrid working guidance prior to completion. (Please note you do not need to complete this form for occasional homeworking).

Upon submission, this form will be sent to your Line Manager and HR Adviser for your School/Section. Please note the information regarding IT equipment required and on campus accommodation will be forwarded to IT and Estates respectively to enable appropriate planning of resources.

\* Required

\* This form will record your name, please fill your name.

## Personal Details

1. Full Name \*

2. Staff ID Number \*

*This will be on your ID Card and takes the form 41001234*

The value must be a number

### 3. School or Directorate \*

- Business School
- Directorate of Academic Services and Online Education
- Directorate of Advancement
- Directorate of Digital and Information Services
- Directorate of Estates and Facilities
- Directorate of External Relations
- Directorate of Finance
- Directorate of People
- Directorate of Planning
- Directorate of Research and Innovation
- Postgraduate Research School
- School of Biological Sciences
- School of Divinity, History, Philosophy and Art History
- School of Education
- School of Engineering
- School of Geosciences
- School of Language, Literature, Music and Visual Culture
- School of Law
- School of Medicine, Medical Sciences and Nutrition
- School of Natural and Computing Sciences
- School of Psychology
- School of Social Science

4. Where are you normally based when working on University Campus? \*

- Aberdeen Royal Infirmary
- Aberdeen Sports Village
- Argyll House
- Arts Lecture Theatre
- Balgownie Playing Fields
- Butchart Recreation Centre
- 46/48 College Bounds
- 50/52 College Bounds
- Centre for Rural Health
- Chaplaincy Centre
- Clinical Research Centre
- Clinical Research Facility
- Counselling Service (5 Dunbar Street)
- Crombie Annexe
- Crombie Halls
- Cruickshank Building
- Edward Wright Annexe
- Edward Wright Building
- Elphinstone Hall
- Elphinstone Road Halls
- Foresterhill Health Centre
- Foresterhill Lea
- Fraser Noble Building
- 24 High Street
- Hardback Cafe

- Health Sciences Building
- Highland Medical Education Centre
- Hillhead Centre (Keith Park)
- Hillhead, Adam Smith
- Hillhead, Central Building
- Hillhead, Fyfe House
- Hillhead, Grant Court
- Hillhead, Hector Boece
- Hillhead, Keith House
- Hillhead, North Court
- Hillhead, South House
- Hillhead, Wavell House
- Humanity Annexe
- Humanity Manse
- IMS Atrium
- Institute of Applied Health Sciences
- Institute of Dentistry
- Institute of Medical Sciences
- Johnston Central
- Johnston Hall
- King's College
- King's College Chapel
- King's Conference Centre
- King's Hall
- King's Multi Sports Area / Tennis Courts
- King's Museum
- King's Pavilion Playing Fields

- King's Performance Gym
- King's Quad
- King's Synthetic Cricket Wicket
- Liberty Safe Work Research Centre
- Life Sciences Innovation Building
- Lighthouse Field Station
- Lilian Sutton Building
- Link Building
- Linklater Rooms
- MacGillivray Centre
- MacRobert Building
- MacRobert's Café, Macrobert Building
- Marischal College
- Medical Library
- Medical Physics Building
- Medico-Chirurgical Hall
- Meston Building
- Mitchell Hall
- Mosque
- Muslim Prayer Room
- New King's
- Oceanlab
- Old Brewery
- Old Town House
- Polwarth Building
- Powis Gate
- Regent Building

- Rocking Horse Nursery
- Roman Catholic Chaplaincy Centre
- Royal Aberdeen Children's Hospital
- Royal Aberdeen Maternity Hospital
- 23 St. Machar Drive
- Security Office
- St. Mary's Building
- Students' Infohub
- Students' Union Building
- Suttie Centre for Teaching and Learning in Healthcare
- Taylor Building
- Taylor Library and European Documentation Centre
- Taylor Made, Taylor Building
- The Rowett Institute
- The Sir Duncan Rice Library
- Tiki @ Suttie
- Union Brew, Students' Union Building
- University Office
- Urban Cafe @ IMS
- William Guild Building
- Zoology Building
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Other

5. Which room are you normally based in? \*

*e.g. G49*

## Homeworking Request

6. Please outline your reason for making this homeworking request \*

7. What type of homeworking are you requesting? \*

- Regular Homeworking
- Permanent Homeworking



# Homeworking Pattern

8. Describe your current working pattern (days/hours/times worked) \*

9. Describe the homeworking pattern you would like to work in future (days worked) \*  
*e.g. 2 days per week or 1 week in 3 or if you are requesting permanent homeworking*

10. When do you want this homeworking to start from? \*



Format: M/d/yyyy

11. Describe how this homeworking pattern may benefit your School/Section and the University. \*

*You should consider:*

- *Will it put more pressure on others?*
- *Will there be enough cover?*
- *What are the benefits?*

12. Describe what impact your proposed homeworking arrangements may have on your colleagues, School/Section and the University \*

13. Please outline how your proposed working arrangements will enable you to work undisturbed during the core period of your working time. \*



## Equipment and Costs

14. Do you have a university issued Desktop Computer? \*

Yes

No

15. What is the asset tag number of your Desktop Computer? \*

*This will be in the form MD-001234*

16. Do you have a university issued Laptop Computer? \*

Yes

No

17. What is the asset tag number of your Laptop Computer? \*

*This will be in the form MD-001234*

18. What other University owned IT equipment do you have?

Headset

Keyboard

Laptop Docking Station

Laptop Bag

Monitor / Screen

Mouse

Webcam

Other

19. What University owned office equipment do you currently have at home?

Office Chair

Desk

Other

20. If you would require additional equipment for homeworking please provide details.

*Note: Any agreement for to work from home will be subject to completion of a satisfactory DSE Assessment for your homeworking environment. Please refer to the guidance at <https://www.abdn.ac.uk/about/coronavirus/staff/working-from-home-1174.php#panel1208> (<https://www.abdn.ac.uk/about/coronavirus/staff/working-from-home-1174.php#panel1208>).*

21. Please consider whether the change would involve any additional costs and detail these

22. Please confirm that you have a broadband connection available from your proposed homework location to enable you to carry out your role effectively. \*

*Please be aware that data usage charges are the responsibility of the home worker.*

Yes

No

## Additional Information

23. Please note anything else you would like to be taken into consideration or discuss with your line manager or anything else your line manager should be aware of

## Personal Declaration

24. I confirm I have read and understood the University's Homeworking Policy and Hybrid Working guidance.


(If applicable) I confirm that the conditions of my visa do not prevent me from making a permanent change to my employment (speak to HR for further guidance).

\*

Yes

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