

**Texas A&M University**  
**ALTERNATE WORK LOCATION REQUEST FORM**

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. Contact: hradminfb@tamu.edu or (979) 845-4141.

1. Employee name: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Date of hire: \_\_\_/\_\_\_/\_\_\_ Job title: \_\_\_\_\_
4. Benefit of AWL to Employee: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Benefit of AWL to Department: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Indicate proposed work schedule:

|                  | <b>Primary Duty Station Hours</b><br>(e.g., 8:00-12:00 p.m.) | <b>Alternate Work Location Hours</b><br>(e.g., 1:30-5:30 p.m.) | <b>Lunch</b><br>(e.g., 12:00-1:30 p.m.) |
|------------------|--|--|---|
| <b>Monday</b>    |  |  |   |
| <b>Tuesday</b>   |  |  |   |
| <b>Wednesday</b> |  |  |   |
| <b>Thursday</b>  |  |  |   |
| <b>Friday</b>    |  |  |   |
| <b>Saturday</b>  |  |  |   |
| <b>Sunday</b>    |  |  |   |

9. Start Date of Proposed Schedule: \_\_\_/\_\_\_/\_\_\_ End Date of Proposed Schedule: \_\_\_/\_\_\_/\_\_\_

10. Proposed alternate work location site: \_\_\_\_\_  
 \_\_\_\_\_

I request approval to work at an alternate work location. I agree my supervisor and I will complete the *Alternate Work Location Agreement, Inventory of Equipment Form* (if applicable), and the *Alternate Work Location Safety Checklist* (if applicable) if my request is approved. I agree that Texas A&M University is not obligated to provide resources/equipment to establish an office away from the usual duty station.

\_\_\_\_\_  
 Employee Date

Recommend Approval: Yes / No\*

Reason for Recommendation: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Supervisor Date

\*If supervisor does not recommend approval, the employee and next level supervisor will be notified by providing them a copy of this completed form. *No further action is necessary.*