



Alternate Work Location Request

This form defines the terms and conditions under which a Texas A&M Forest Service employee is authorized to work at an alternate work location instead of the assigned work location in their job description.

Employee Name		Title	
Department		Assigned Work Location	
Alternate Work Location		Start Date	End Date
Reason/ Justification			

Terms & Conditions

1. Employee meets eligibility criteria of being a regular budgeted employee who has demonstrated performance of duties at an acceptable level and who is able to perform assigned duties at the alternate work location.
2. Continued authorization to work at alternate work location is subject to continued agency approval, business and operational needs, and employee need.
3. This authorization does not modify the “at will” status of the employee.
4. Employee is expected to adhere to all Texas A&M University System policies and regulations and all agency rules, procedures and guidelines.
5. Employee will submit appropriate documentation requesting sick leave, vacation or other types of leave, in accordance with applicable policies and procedures.
6. Employee will fulfill all assigned duties in job description.
7. Employee will travel to attend required meetings and activities and to fulfill assigned responsibilities.
8. Employee will adhere to the requirements of their chain of command to maintain appropriate levels of communication and oversight.

Signatures/Approvals

	Signature	Date
Employee		
Supervisor		
Department Head		
Deputy Director, CFO, or CAO		
Director		