

Mauritius Institute of Education

A: Work From Home Application Form

1.0 Part I to be completed by Non-Academic Staff

This form should be completed by Non-Academic Staff who wish to work from home. This Work From Home (WFH) Form is based on guidelines issued by the Ministry of Public Service, Administrative and Institutional Reforms.

1.1 Applicant Details

Name of Staff	
Post Held	
School/Centre/Department/Section	
Home Address	
E-mail address	
Mobile Phone No.	
Home Phone No.	

1.2 Please provide list of tasks to be completed (in Agreement with your immediate Head)

Sn	Tasks to be completed	Estimated No. of hours
1		
2		
3		
4		
5		
6		

1.3 Agreed dates for conducting the above tasks under WFH (A maximum of 2 days per week)

(i)

(ii)

1.4 I confirm that I have correctly filled in the application form and understand that I may be required to provide evidence of work which has been carried out during the WFH period that I have applied for in this form.

Applicant's Signature:.....

Date:.....

2.0 Part 2 to be completed by the respective Head

(a) I have considered the application form for working-from-home by

.....

(b) Yes, I recommend the request.

(c) No, I do not recommend the request for the following reasons.

.....

.....

Signature of Head :.....

Date:

3.0 Part 3 to be completed by the respective Head in consultation with Applicant

B. Progress Reporting Form

The Progress Reporting Form below should be submitted by the Applicant to his/her respective Head to report on the progress of work from home.

3.1 Submission of Progress Report

Please report progress made on the approved WFH tasks:

Sn	Tasks completed	Date(s) task Completed	Status (Completed, In Progress, Not yet started)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of Head:.....

Date:.....