



- 2.1 The normal processes apply for seeking approval for vacation, illness, or other absences. Supervisors who are uncertain whether such requests are compatible with the working from an alternate location arrangement can contact Human Resources for clarification. For clarity, working at an alternate location, in and of themselves, shall not trigger overtime.

- 6.1 It is the expectation of the Division that the employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and/or the Division's equipment. All employees approved to work in an alternate location will complete Appendix A "Alternate Workplace Safety Checklist"

June 7, 2022