

Colleague name –
Colleague number –
Colleague line manager –

This document is to be used by the colleague and line manager to use as a reference guide for a colleague's request to work from abroad.

Throughout the document you will find links to various documents which can all be found on Colleague Connect and below is a link to the Agile

Working Policy that you may wish to refer to throughout the process.

Agile Working Policy

Request to work from abroad **Date completed Action** Who Timeline Form Inform your line manager of your request to work abroad ASAP – at least 6 weeks Colleague N/A and share this document with them as you willcomplete this where possible document together. Line Manager to answer the following questions – Line Manager ASAP – at least 6 weeks N/A where possible What dates are being requested? (i) Has the colleague worked abroad within the last 12 months? (if yes, ensure that the combined time does not exceed 2 working weeks) ☐ Yes □ No



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(iii)	Does the Colleague have a Society mobile phone?			
□ Yes	s □ No			
conne	accessing a work phone abroad will incur a daily £5 ction fee and will be charged to your cost centre. Are you to incur these charges?			
	☐ Yes ☐ No			
appro ensure access stakel or wh	please ensure the colleague is aware that you do not ve them using their work phone, and they will need to e that VPN is installed on their personal phone in order to so files. Also discuss whether they will be advising their molders that they will not be able to contact them via phone, whether the colleague needs to ensure Avaya software is seed on their laptop so they can receive phone calls Discuss the location of where the colleague is requesting to work from and any possible time difference. Will the colleagues' working hours be the same as working time in the UK?	to to to eir e, is		
	☐ Yes ☐ No			
If no,	agree what the working hours will be —			
(v)	Discuss what the arrangements would be should there be any issues with their IT equipment i.e., if their laptop broke and they couldn't work, would you pay it as normal or expect it as annual leave or unpaid?			
	Normal pay ☐ Annual Leave ☐ Unpaid			



(vi)	Will the colleague have the necessary equipment to				
	work effectively and safely?				
	, ,				
	☐ Stable internet connection ☐ A desk				
(vii)	Based on the above answers, do you approve the				
	colleagues request to work abroad?				
	☐ Yes ☐ No				
Collea	gue to complete once the above steps have been followed			N/A	
and th	e request approved				
(i)	Raise a call via ServiceNow, providing all necessary	Colleague	Once request has been		
	details. This will ensure that your account can be		approved by Line		
	accessed whilst abroad.		Manager – at least 4		
			weeks where possible		
	☐ Complete				
(ii)) If you have a society mobile phone, will you be using				
	this phone whilst abroad?				
	☐ Yes ☐ No				
	please liaise with your manager to ensure the necessary				
	are taken (Manager's section, question iii) to ensure your				
phone	will be accessible.				
	Complete				
-	<u>vou</u> will need to follow one of these steps as agreed with				
your n	nanager –				
	ail stakeholders advising them that you will only		If applicable, 1 week		
contac	ctable via teams / email whilst abroad		prior to going abroad,		
			and again on your last		
	☐ Complete ☐ Not applicable		working day before		
			going abroad as a		



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		reminder	
☐ Request via ServiceNow to have Avaya soft phone in your laptop, to which the number will be shared with your laptop.		If applicable, at least 4 weeks' notice when logging a ServiceNow request	
\square Complete \square Not applicable			
If you won't be using your society mobile phone whilst abroad, liaise with IT to ensure that you are set up wit downloaded onto your personal phone to ensure you connect	h VPN	If applicable, at least 4 weeks' notice when logging a ServiceNow request	
☐ Complete ☐ Not applicable			