



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

(iii) Does the Colleague have a Society mobile phone?

☐ Yes ☐ No

*If yes, accessing a work phone abroad will incur a daily £5 connection fee and will be charged to your cost centre. Are you happy to incur these charges?*

☐ Yes ☐ No

*If no, please ensure the colleague is aware that you do not approve them using their work phone, and they will need to ensure that VPN is installed on their personal phone in order to access files. Also discuss whether they will be advising their stakeholders that they will not be able to contact them via phone, or whether the colleague needs to ensure Avaya software is installed on their laptop so they can receive phone calls*

(iv) 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?

☐ Yes ☐ No

*If no, agree what the working hours will be –*

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(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



<p><input type="checkbox"/> Request via ServiceNow to have Avaya soft phone installed on your laptop, to which the number will be shared with your stakeholders</p> <p><input type="checkbox"/> Complete      <input type="checkbox"/> Not applicable</p> <p>If you won't be using your society mobile phone whilst you are abroad, liaise with IT to ensure that you are set up with VPN downloaded onto your personal phone to ensure you can connect</p> <p><input type="checkbox"/> Complete      <input type="checkbox"/> Not applicable</p>		<p>reminder</p> <p>If applicable, at least 4 weeks' notice when logging a ServiceNow request</p> <p>If applicable, at least 4 weeks' notice when logging a ServiceNow request</p>		
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