

**Remote Location Work Arrangement Renewal Introduction**

Employee name

Department

End date of Remote Location Work Arrangement currently in effect

Proposed new end date

Is this employee's Remote Work Location within Pennsylvania?

Yes

No

If yes, then you may complete this renewal without consultation with Human Resources.

**If this employee's Remote Work Location is outside of Pennsylvania, please contact the Employee Relations section of Human Resources before completing the next page.**

**Please identify the state or country:**

Please see the next page for the renewal form.

**Remote Location Work Arrangement Renewal**

(Name)  has been working in his/her capacity as

(Title)  for (Department)

This arrangement has been successful and is hereby renewed until the new end date of:

Changes in the arrangement, if any, are as follows: (if no changes, please indicate "none"). Attach an additional page if necessary.

All terms of the initial Remote Location Agreement and any changes indicated above remain in effect until the new end date.

This arrangement remains subject to cancellation as set forth in the initial Remote Location Agreement.

Employee's Signature:

Date:

**Supervisor's Approval:**

Name and Signature:

Date:

**Responsibility Center Approval:**

Name and Signature:

Date:

**Human Resources (if outside of PA) Approval:**

Name and Signature:

Date: