

## HRTS GUIDELINE

## PROCESS FLOW FOR APPLICATIONS TO WORK FROM HOME DURING THE NATURAL DISASTER (COVID-19)

- 1. Employee completes the **Application to Work from Home** and submits to Line Manager with relevant attachments
- 2. The Line Manager recommends/not-recommends with motivation and route to the Delegated Authority
- 3. The Delegated Authority makes a decision to approve or not-approve taking all the recommendations/motivations into consideration and return to the Line Manager.
- 4. The Line Manager communicates the outcome to the employee
- 5. The Line Manager must ensure the rotation schedule, where applicable, is shared with all the employees he/she is responsible for.
- 6. The Line Manager must verify the weekly reports from employees to ensure efficiency of Working From Home Process