



REQUEST TO PERFORM WORK ON CAMPUS

Name:

Date:

Division:

Union:

Requested Date to work on campus*

*Note plan ahead the date will be 48 hours from the final approval

What time are you asking to arrive?

How long are you asking to be on campus?

Clearly state what essential work you need to do on campus and why this work cannot be done remotely.

APPROVAL PROCESS FLOW

1. Send your request to your Dean/Manager
2. Dean/Manager (if approving) send to Division Vice President
3. Requests to just pick up materials and go (1 hour or less on campus) Vice President approves and emails Campus Safety Officer
4. Request to work on campus for greater than 1 hour, Vice President sends request to Safety Officer.
5. Safety Officer sends request for approval of Campus President.

*All requests should be made a minimum of 48 hours in advance, excluding weekends, to allow for final approval.