

Proposal Approval Remote Work Arrangement

Instructions for Manager/Director: Submit this Proposal Approval form along with your written proposal to your department vice president.

Instructions for Vice President: Once proposal has been reviewed, present the proposal to the BH Operations for approval. If approved, sign this Proposal Approval form and return to manager/director for implementation.

VP Approval to Proceed with Remote Work Arrangement

I, _____ have gained approval from BH Operations Team and
(Vice President First/Last Name)

approve the department of _____ to offer remote work arrangements to their staff in accordance with the Remote Work Arrangement Policy.

Vice President Signature

Date