Annex No 1

 to the Description of Remote Work Procedures

 of State Scientific Research Institute

Nature Research Centre

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee's position)

(Employee's name and surname, telephone number, e-mail)

To Director

of State Scientific Research Institute

Nature Research Centre

REMOTE WORK REQUEST

(has the force of order)

\_\_\_\_\_\_\_\_\_\_\_

(Date)

Vilnius

Please allow me to work remotely from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ .

Remote workplace\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The basis for remote work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hereby confirm that:

* my remote workplace complies with the statutory requirements regulating employee safety and health;
* I will not incur any expenses related to remote work;
* I will ensure the security and confidentiality of personal data and non-public, received and sent information; and
* I will abide by the requirements established in the Description of Remote Work Procedures of State Scientific Research Institute Nature Research Centre.

Please note that the Remote Work Request should be submitted to Director no later than 5 business days before the intended remote work period.

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(Employee's signature, name, surname)