

**Authorisation for EPSO Staff to telework from outside the place of employment during the summer period (15 June-15 September 2020) in exceptional cases**

[Extracts from the Guidelines on teleworking in Commission departments during the COVID-19 pandemic, version 4 of 16 June 2020 applicable as of 22 June 2020 – section 5.1. Telework Shift - b) Place of telework)]

*(...) Teleworking from outside the place of employment, notably from the place of origin, is in principle forbidden, unless this is a neighbouring country in a location that is close to the place of employment.*

*By way of exception:*

- *Staff whose spouse, recognised partner and/or underage dependent child(ren) or adult dependent child(ren) with disability reside permanently in another Member State may telework from there in order to be with their family.*
- *Staff who have been granted special leave for serious illness of a family member may be allowed to telework from the place of residence of the relative who needs their care, immediately after the end of the special leave.*

*These two exceptions only apply as long as there are circulation restrictions linked to COVID-19 when entering/leaving the place of employment and/or the country where the staff member's spouse, underage dependent children and/or sick family member have their residence. They have to be approved by the line manager.*

*During the summer period (15 June – 15 September), derogations may also be granted to staff members in specific and exceptional circumstances, such as mandatory quarantine imposed by the Member States in the place of origin or specific family circumstances where parents need support from their family living abroad to take care of their children.*

***When the line managers confirms that teleworking abroad is compatible with the interests of the service, a derogation may be granted at Directorate-General/service level. Such derogations may not exceed two weeks and should immediately precede or follow a period of annual leave; they are to be reported to DG HR.***

**Name:**

**Unit:**

Requests the authorisation to telework from outside the place of employment during the period from ..... to .....

**Justification (please describe your personal situation taking into account the specific and exceptional circumstances as requested by DG HR) :**

**This period precedes/follows immediately:**  Annual leaves from ..... to .....

Special leave from ..... to .....

**Place of teleworking (Country/City):**

Authorised by the line manager

Name :

Date:

Authorised by the Director, Minna VUORIO

Date