**PROTECTED B WHEN COMPLETED**

EXCEPTION REQUEST FORM (HYBRID WORK)

Original Amendment Cancellation

An exception grants permission to work mostly or fully away from the designated worksite four to five (4-5) days per week or greater than 60% of the employee’s normal work hours are telework.

Employees seeking exceptions to the Hybrid Work Model must complete and submit this form according to instructions included below. Please refer to Appendix I of the [Guide on Hybrid Work Arrangements](http://intranet2/media/12121230/guide_on_hybrid_working_arrangements_final_mwa_update-2024-04-12.pdf) for the Direction on Hybrid Work Model Exception Requests.

*Important message: Until a decision is communicated to the employee seeking an exception, employees are not required to enter a hybrid work arrangement agreement in the myWorkArrangement application. During this time, it is the employee’s responsibility to ensure they have temporary informal arrangements agreed upon with their manager.*

**Updated on 2024-04-09**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION A –** EMPLOYEE INFORMATION | | | | | | | |
| **Employee Name** | | **Position Title** | | **Classification** | | | |
|  | |  | | **Group** | **Sub-group** | | **Level** |
| **Directorate - Field Unit** | | | | | | | |
| **Onsite work location** | | | | | | | |
| **Work email address** | | | | | | | |
| **SECTION B – HYBRID WORK ARRANGEMENT** | | | | | | | | |
| **Complete telework location address** | | | | | | | | |
| **B1 –** PERIOD COVERED | | | | | | | | |
| **From (YYYY-MM-DD)\***  Click or tap here to enter a date.Click or tap here to enter a date.  **To (YYYY-MM-DD)\***  Click or tap here to enter a date.Click or tap here to enter a date.Click or tap here to enter a date.  *\*The maximum duration is twelve (12) calendar months* | | | | | | | | |
| **B2 -** IDENTIFICATION OF THE EXCEPTION RATIONALE CATEGORY | | | | | | | | |
| 1. Parks Canada-wide exception  2. Equity, Diversity & Inclusion Exception  3a. Exceptional situations: Workspace Allocation Shortage  3b. Exceptional situations: Short-Term Operational Requirement  3c. Exceptional situations: Employees hired to work remotely prior to March 2020  3d. Exceptional situations: Extenuating circumstances  4a. Distance-Based Exception: Employees hired between March 2020 and December 16, 2022, to work remotely at a distance of 125 km or more from designated worksite  4b. Distance-Based Exception: Employees (with management approval) who worked remotely at a distance of 125 km or more from their designated worksite between March 2020 to December 16, 2022  5. Duty to Accommodate | | | | | | | | |
| **SECTION C – CONSENTS** | | | | | | | |
| **Employee**  By signing below, I agree that:   * I attest that the information provided is accurate and reflective of my current situation. * I understand that providing false or misleading information may result in corrective actions. * I understand that this type of arrangement will be reviewed, at minimum, on a yearly basis and could be modified or terminated by management with reasonable notice. | | | | | | | |
| **Employee’s Signature** | | | **Date (YYYY-MM-DD)** | | | | |
| **Supervisor/Manager acknowledgement** By signing below, I agree that:   * I confirm that I have reviewed and discussed this request with the employee. * I have reviewed and confirmed any supporting documentation presented by the employee.   I endorse this request  I do not endorse this request   |  |  |  |  | | --- | --- | --- | --- | | **Supervisor /Manager’s Name\*\*** | **Supervisor/ Manager’s Signature** | **Tel. No.** | **Date (YYYY-MM-DD)** |   **Delegated Manager Decision**  Approved  Denied | | | | | | | |
| **Delegated Manager’s Name\*\*** | **Delegated Manager’s Signature** | | **Tel. No.** | | | **Date (YYYY-MM-DD)** | | | |

**Privacy Statement**

Provision of the personal information requested in this form is collected by Parks Canada (PC) to fulfill its obligations related to the health and safety of employees under section 124, Part II of the [*Canada Labour Code*](https://laws-lois.justice.gc.ca/eng/acts/l-2/) and under the authority of section 13 of the *[Parks Canada Agency Act](https://laws-lois.justice.gc.ca/eng/acts/p-0.4/page-1.html" \l "h-388993)* for the purposes of managing human resources.

Your personal information will be used by PC as part of its responsibilities in supporting the myWorkArrangements application. The information collected may be used or disclosed for the purposes of policy and/or program evaluation, audit, research, analysis, and statistics. Anonymized, aggregate data may also be shared with the Office of the Chief Human Resources Officer for research and statistical purposes.

The collection, use, and disclosure of information requested in this form are described in the Personal Information Bank PSE 901, [Employee Personnel Record](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings/standard-personal-information-banks.html#pse901). Refusal to provide the requested information may delay or prevent a telework arrangement from taking effect.

Your personal information is administered in accordance with section 13 of the [*Parks Canada Agency Act*](https://laws-lois.justice.gc.ca/eng/acts/p-0.4/page-1.html#h-388993) and the [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/p-21/FullText.html). You have the right to the protection of, correction and access to your personal information under the [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/p-21/FullText.html). Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following web site address: [www.infosource.gc.ca](http://www.infosource.gc.ca).

If you have any questions, comments, concerns, or complaints regarding the administration of your personal information, please contact PC’s Access to Information and Privacy Office at [aiprp-atip@pc.gc.ca](mailto:aiprp-atip@pc.gc.ca).

You also have the right to file a complaint with the [Office of the Privacy Commissioner](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.priv.gc.ca%2Fen%2F&data=05%7C01%7CJames.Gervais%40tbs-sct.gc.ca%7C9bc2b4ea16eb458184f508db586fdb22%7C6397df10459540479c4f03311282152b%7C0%7C0%7C638201009661157306%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6jFoPztsGidn8myY%2ByYcNhqrFAlLbtAfaL0P%2Bc9AjL8%3D&reserved=0).

**Instructions**

**Step 1: Discuss the requested exception**

* The employee initiates the conversation about their intention to seek an exception from their immediate supervisor/manager.
* The supervisor/manager must explore [workplace accommodations](https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service/working-government-canada-duty-accommodate-right-non-discrimination/duty-accommodate-general-process-managers.html) as an option.
* The supervisor/manager will assess whether the request fits within one of the exception categories before escalating to the delegated authority. If not, the employee should discuss a plan that meets the minimum requirements of the Hybrid Work Model with their supervisor/manager.

**Step 2: Fill and submit this form**

* Once a discussion between the employee and supervisor/manager has occurred, the employee submits the Exception Request Form to their supervisor/manager.
* Additional information and supporting documentation may be requested.
* The form is then transmitted to the appropriate delegated authority for decision, if applicable.

**Step 3: Evaluate the exception request**

* The delegated authority (as per table below\*\*) assesses the application, decides whether to approve or deny the exception request and returns the form to the supervisor/manager.

**Step 4: Communicate the decision for the exception request**

* The supervisor/manager notifies the employee in writing of the decision.
* If the request was denied, the employee should discuss a plan that meets the minimum requirements of the Hybrid Work Model with their supervisor/manager and submit a hybrid work arrangement request in the myWorkArrangements application.
* Copies of all Exception Request Forms in which an exception was approved must be submitted to [Corporate Labour Relations](mailto:corporatelabourrelations-relationsdetravailcorporatif@pc.gc.ca%20%3ccorporatelabourrelations-relationsdetravailcorporatif@pc.gc.ca%3e;) for tracking purposes.
* All documentation must be retained by the business unit as per information management protocols, retention guidelines and in accordance with the [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/p-21/FullText.html) and its Regulations.

**Step 5: Approve agreement in myWorkArrangements**

* If the request is approved, the employee will submit their hybrid work arrangement request in the myWorkArrangements application to their supervisor/manager. This involves the comprehensive consultation, understanding and acceptance of Terms of Work Arrangement (available on the myWorkArrangements application).

**Delegated Human Resources Authorities**

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| --- | --- | --- |
| **\*\*Table of Delegated HR Authorities (refer to** [**Guide on Hybrid Working Arrangements**](http://intranet2/media/12121230/guide_on_hybrid_working_arrangements_final_mwa_update-2024-04-12.pdf)**, Appendix I)** | | |
| **Exception Rationale** | **Delegated Authority** | **Notes** |
| 1. Parks Canada-wide exception\*\*\* | Level 41 | 1 Such exceptions are to be discussed at the Senior Management Committee and pre-approved by PCEO. |
| 2. Equity, Diversity & Inclusion Exception | Level 2 National Office  Level 2a Operations |  |
| 3a. Exceptional situations: Workspace Allocation Shortage | Level 3a |  |
| 3b. Exceptional situations: Short-Term Operational Requirement | Level 3a |  |
| 3c. Exceptional situations: Employees hired to work remotely prior to March 2020 | Level 3a |  |
| 3d. Exceptional situations: Extenuating circumstances | Level 3a2 | 2 Mandatory consultation with the Vice-Presidents for National Office (Level 2 management authority) or Executive Directors within Operations Directorate (Level 2a management authority) prior to approval. |
| 4a. Distance-Based Exception: Employees who were hired between March 2020 and December 16, 2022, to work remotely at a distance of 125 km or more from their designated worksite | Level 3a3 | 3 Consultation with Labour Relations (as needed). |
| 4b. Distance-Based Exception: Employees (with management approval) who worked remotely at a distance of 125 km or more from their designated worksite between March 2020 to December 16, 2022 | Level 3a3 | Consultation with Labour Relations (as needed). |
| 5. Duty to Accommodate | Level 3a4 | 4 Consultation with Disability Management and Labour Relations (as needed). |

*\*\*\*For Parks Canada-wide exceptions, where a pre-approval has been granted by the PCEO, individual employees still must have a documented hybrid work arrangement agreement.*