



Full Time Remote Work Request

Agency:

Full Time Remote Employee Name:

Full Time Remote Employee Classification:

Reason employee should be classified as a full time remote employee who performs all functions of his/her job from somewhere other than the physical confines of the state office (select one):

☐ ADA accommodation

☐ Other (please explain):

Agency Head Signature:

Date:

Please submit signed request to mspb.communications@mspb.ms.gov.

You will receive an email confirmation upon approval.

Jobs with duties performed primarily from an office (such as law enforcement officers, highway maintenance techs, and bank inspectors) do not need to be submitted for approval.