

## Telework and Operatività Remota Occasionale

Telework and Operatività Remota Occasionale consist in changing the place and time of work through the use of remote connection tools, thanks to modern communication technologies.

### ***Regulation:***

#### **Enterprise Services Italia S.r.l:**

please read and download the [Contratto Integrativo Aziendale 2016-2019-Enterprise Services Italia](#).

Please note that equivalent terms and conditions are applied to **Enterprise Services Italia Srl** Dirigenti

### ***Procedure:***

#### **Employee:**

Fill out the [REQUEST FORM](#) and forward it to the manager.

In case of “Telelavoro Parziale” (partial telework) or “Telelavoro Totale” (total telework) attaching also statement of compliance and self-certification.

#### **Manager:**

For all cases Manager request approval to HR Generalist and together analyze the compatibility of the request according to the eligibility criteria and according to the department's need.

If requirements are met, Manager gather the approval of second level manager, Country BU Leader and other approval needed for specific BU. Once approvals are gathered, send the documentation to the Environment Health & Safety (for partial and total Telework) or directly to Global Shared Services – HR via [HRConnect](#) (only for Operatività Remota Occasionale).