CALS Process: Review of Denial, Modification, or Revocation of Remote Work Arrangements

A remote work agreement may be denied, modified, or revoked. The supervisor must discuss the reasons for the denial, modification or revocation with the employee and provide a minimum of seven business days’ notice period before the revocation or modification goes into effect. Denials, modifications, and revocations of remote work agreements may be reviewed. (See sections III.6 and X of the [UW–Madison Remote Work Policy](https://policy.wisc.edu/library/UW-5087)).

If a CALS employee requests a remote work arrangement and the request is denied at any level of the approval process, or if a supervisor modifies or revokes an established remote work agreement, the employee may request a review of the decision by the CALS Dean’s Office using the following process:

* Requests for review should be sent to the [unit’s assigned CALS HR Manager](https://hr.cals.wisc.edu/hr-directory-by-department/) via email and include the subject line “Remote Agreement Review Request.” CALS HR will collaborate with CALS Dean’s office to ensure a timely review request.

Components of review requests:

* The employee should outline the details of the denial, modification, or revocation decision, including the supervisor’s stated reasons for the denial, modification, or revocation.
* In cases of revocation or modification of an approved remote work agreement, the employee should cite the notice period provided before the revocation or modification goes into effect.
* The employee should submit their request within seven working days of the employee being notified of the denial, modification, or revocation.
* The CALS Dean’s Office will issue a decision within seven working days of the employee’s submission of the request for review or prior to the revocation or modification effective date, whichever is sooner.

Please note that the timelines outlined here may be extended by mutual agreement. The decision from the CALS Dean’s Office is final and cannot be appealed, per the [UW-Madison Remote Work Policy](https://policy.wisc.edu/library/UW-5087).