

Hybrid Office Program

EXCEPTION REQUEST FORM

On-Campus Presence

The University recognizes that some employees may require an exception or additional time to make arrangements to transition to any updated on-campus presence expectations. Employees may use this form to request an exception or temporary extension of the transition period. Requests will be considered based on individual circumstances and operational and service delivery requirements. Forms are to be submitted to the employee's Manager with a copy to hr@capilano.ca.

Employee Name:

Position:

Department:

Administrator:

EXCEPTION REQUEST

- ☐ **Current HOP year – September 1, 2026 – August 31, 2027.**
- ☐ **Temporary**

I am requesting an extension until (up to three (3) months):

Please briefly explain why you are requesting an extension:

ADMINISTRATOR REVIEW

Decision: ☐ Approved ☐ Not Approved

Approved until:

Comments (if applicable):

