**Wandering Worker Worksheet**

The biggest thing is **transparency.**

If you’re outside the country for more than 2 weeks or outside the province/state for more than 4 weeks (and plan to work) then this practice is for you!

If you’re not leaving your province, state or country, but want to work somewhere different than home, like a cafe or an Airbnb, it’s important to ensure you’re working on a secure network, reach out to IT Helpdesk ([helpdesk@raiserecruiting.com](mailto:helpdesk@raiserecruiting.com)) for advice.

When you’re looking to wander and work, the list outlined below includes the additional things you’ll need to research prior to posting your WAAP. **Use this template to build your WAAP proposal.**

The intention is to remove the burden from our internal back-office teams!

**I’m completing this WAAP because…**

* Tell your story here

**Prior Travel Info**

* On your travel date, how many days total will you have been outside your default location (the country listed on your employment agreement) in the last 365 day period?
* I'll be travelling to (country) for (number) weeks/months.?

**Medical Health Benefits (Canada, US etc)**

* What is the impact on your default locations Medical Health Benefits?
* For example, outline how long can you be outside of your default location before your provincial/state medical benefits are impacted.

**Travel insurance (with our group health benefits)**

* For example, do you have travel insurance? Will your travel insurance cover you in the country(ies) you intend on traveling to?

**State or Provincial Worker’s Compensation**

* For example, will your worker’s compensation coverage follow you to your destination? Have you called and spoken with anyone?

**Tax implications (i.e. CRA or IRS, or country of destinations tax organization)**

* Do you know if there are any tax implications if you’re living and working in another state/province/country for a length of time?

**Legal Eligibility to Work**

* Are you legally able to work in your destination country?
* What are their requirements for working there?
* Do you need a Visa?

**Immigration Lawyer Advice**

* Provide advice from immigration lawyer if you’re moving to a country outside your default location.
* **\*If you are not a citizen or resident of the country you live and work out of (your default location) this practice may not apply to you, you should consult an immigration lawyer’s advice first and share their advice in your WAAP.**

**Additional Responsibilities**

* Please acknowledge that you understand all costs incurred will be the responsibility of the “Wandering Worker’ (i.e. internet, phone etc, travel or work visa’s etc).
* Please acknowledge that you understand that all research & investigation is the responsibility of the ‘Wandering Worker’ (if not done correctly it can affect our business i.e., visa programs or eligibility).
* Ensure that you have access to a private work space.

**YOUR ADVISORS**

**IT – Helpdesk**

Ask a member of the IT Helpdesk team (helpdesk@raiserecruiting.com) to advise on your WAAP, including the work situation and country you'll be working in.

**Payroll & Benefits**

In North America, ask the Payroll & Benefits team (corporate.payroll@raiserecruiting.com) to advise on your WAAP. If you are outside North America, ask Kavya Cherukuri/Grishma Hegde (India & Ghana) or Ally Baldemor (Philippines or Peru).

**Compliance**

Ask a member of the Compliance team ([compliance@raiserecruiting.com](mailto:compliance@raiserecruiting.com)) to advise on your WAAP.

**Your Team**

Ask 2-3 folks from your team who are familiar with your work and how this could affect your performance and your team.

**This list of questions is in addition to any standard WAAP questions or considerations.**

**Please include the timeline you intend to gather information over and the date you hope to put the WAAP decision to a vote on Loomio.**