TELEWORK WORK PLAN

Supervisor's Name:		
a remote work site. Part I of the	ended to clearly define work expectations each ti e Work Plan must be completed by the supervisor teleworker must provide the completed Work Plapervisor.	r before each telework
	eliverables (To be completed by the Supervisor of telework date, and initial after telework date to	
ASSIGNMENTS	SPECIFIC DELIVERABLES	ACKNOWLEDGE OF COMPLETI
	(To be completed by Teleworker) – The teleworker televorker day. Attach additional pages if page	
	(To be completed by Teleworker) – The teleworker the telework day. Attach additional pages if need	
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HOUR HOUR Employee's Signature	work DESCRIP Work DESCRIP pleted Telework Work Plan and submit it to the	TION Date
HOUR HOUR Employee's Signature Supervisor must sign the comp	work DESCRIP Work DESCRIP pleted Telework Work Plan and submit it to the	TION Date