

TELEWORK SCHEDULE

The following telework schedule is agreed upon in support of the Teleworking

Agreement between _____ and _____
Name of Employee Agency
on _____
Date

Main Work Site Address: _____

Telephone No.: _____

Remote Work Site Address: _____

Telephone No.: _____

Work Hours/Location

DAY	HOURS	M – Main, R – Remote
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Daily Lunch Break	_____	

Employee: _____

Date: _____

Supervisor: _____

Date: _____