

FLEXIBILITY WORKSHEET

Each teleworker should complete this worksheet with his or her manager BEFORE beginning the telework program.

Telecommuting Routine

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday
_____ Variable _____

Back-Up Days

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday
_____ Variable _____

If teleworker must come into the office on a scheduled teleworking day, can another be substituted?

Yes _____ or No _____

Teleworking Day Schedule:

Start _____

Lunch _____

End _____

Core Hours _____ to _____ = **TOTAL HOURS** _____