## **TELEWORK WORK PLAN**

Teleworker's Name:		
Supervisor's Name:		
a remote work site. Part I of the	ended to clearly define work expectations each tile. Work Plan must be completed by the supervisor teleworker must provide the completed Work Planervisor.	r before each telework
	eliverables (To be completed by the Supervisor of telework date, and initial after telework date to	
ASSIGNMENTS	SPECIFIC DELIVERABLES	ACKNOWLEDGEM OF COMPLETIO
performed during each hour of the	(To be completed by Teleworker) – The teleworker the telework day. Attach additional pages if need WORK DESCRIP	ded.
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performed during each hour of the	he telework day. Attach additional pages if need	ded.
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HOUR HOUR	he telework day. Attach additional pages if need	TION
HOUR  HOUR  Employee's Signature	work day. Attach additional pages if need work descrip	TION  Date
HOUR  HOUR  Employee's Signature	work day. Attach additional pages if need work DESCRIP	TION  Date
HOUR  HOUR  Employee's Signature  Supervisor must sign the comp	work day. Attach additional pages if need work DESCRIP	TION  Date