

## Sample: Situational Telework Agreement

The telework agreement form below is a basic situational telework template that can be tailored to match an agency's needs.

Generally, a telework agreement could include:

- A listing of an agency's policies on telework and a signature indicating understanding and agreement to abide by those policies.
- Language that the employee is required to telework when federal offices are closed.<sup>1</sup>
- Any other policy, provision, or aspect of the agreement that the organization or supervisor feels should be put in writing.

### Situational Telework Request/Agreement

<b>Date/Reason for Request:</b>  <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Annual Review	<b>Proposed Start Date:</b>
<b>Employee's Business Telephone:</b>	<b>Employee Telework Worksite Telephone (if applicable):</b>  <b>Location of Telework Site (address):</b>
Situational Telework. The agency head (or designee), in his or her sole and exclusive discretion, shall establish appropriate policies and procedures concerning the use and approval of situational telework allowed under this agreement. Note: Situational telework includes the ability to perform unscheduled telework pursuant to operating status announcements or other emergencies.	
Unscheduled Telework. A telework program participant <b>must</b> perform telework during certain emergency situations to include specific operating status announcements. Generally, telework program participants cannot be provided weather and safety leave and must perform work or take time off when Federal offices are closed. See <a href="#">OPM's Governmentwide Dismissal and Closure Procedures</a> for additional guidance.	
(Employee should save the request/agreement form under a new file name (e.g., Jane Doe Telework Agreement) and email request/agreement to their supervisor)	
<b>Supervisor Approval:</b>  <input type="checkbox"/> Approve (which may include working with employee to modify request as applicable to mission accomplishment)  <input type="checkbox"/> Disapprove (If disapprove, indicate reason(s))  <b>Date of Decision:</b>	<b>Reason for disapproval (if applicable):</b>

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<sup>1</sup> 5 CFR § 630.1605(a)(1).

By signing this agreement, the employee acknowledges that he or she is expected by law to telework during their regular tour of duty in accordance with agency policy and on a day when federal offices are closed (e.g., major snowstorm, hurricane, interruptions in transportation), even if that is a day without specific situational telework approval. Employees who cannot perform their duties on such a day must request leave (or other time off).

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)