

Telework Work Plan Template

Instructions on How to Use This Form:

- (1) Please use the telework work plan template below to provide a list of the tasks/items you plan to address while teleworking.
- (2) **Please be sure you save and email your supervisor once the plan has been updated**

Employee Name Enter Name Here
Supervisor Name Enter Name Here
Position Enter Position Here
Telework Date Enter Telework Date Here (MM/DD/YYYY)

Task #	Task Description	Specific Task Deliverables	Expected # of Hours	Completion Status <i>(use drop down)</i>	Status Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					