

Regular Telework Agreement

Please type or print information clearly

1. Date	2. First Name	3. Last Name
4. Title	5. Directorate/Program Name	
6. Alternate Work Location	7. Alternate Work Location Telephone Number	8. Project ID
9. Description of Workspace		
10. Period of Performance at Alternate Work Location	11. Scheduled telework hours and days	
12. Number of telework days per work week		
13. Greatest number of consecutive calendar days of full-time telework in any calendar year		
14. Describe reason for telework		
15. Describe work to be performed and measurable expectations		

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16. Describe required communication and deliverables during period of telework
17. List equipment (specify both government and personal property) to be used during period of telework
18. Request for exception to specific policy provision

Agreement

The information I have provided in this document is accurate and will be followed as stated. If any information changes, it is my responsibility to inform my supervisor and initiate the completion of an updated agreement. I agree that I am responsible for establishing specific telework hours (times that staff members know they will be able to reach me), furnishing and maintaining my alternate work space in a safe manner, employing appropriate teleworking security measures, and protecting NCI at Frederick property, information, confidential materials, and systems.

I certify that the alternate work location is adequate, safe and complies with Leidos Biomedical Research, Inc. [Standard Process H324: Telework](#).

I understand that telework is voluntary and I may stop telework at any time. I also understand that my employer may at any time change any or all of the conditions under which I am permitted to telework, or withdraw permission to telework.

I have read and understand Leidos Biomedical Research, Inc. [Standard Process H324: Telework](#) and agree to the duties, obligations, responsibilities, and conditions for teleworkers described in this Standard Process.

Employee

19. First Name	20. Last Name	21. Signature	22. Date
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Approving Line Manager

23. First Name	24. Last Name	25. Signature	26. Date
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Approving Key Staff

27. First Name	28. Last Name	29. Signature	30. Date
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Approving Human Resources

31. First Name	32. Last Name	33. Signature	34. Date
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Regular Telework Agreement – Instructions

1. Enter the date the form is being completed.
2. Enter first name of person completing the form.
3. Enter last name of person completing the form.
4. Enter title of person completing the form.
5. Enter directorate/program name of person completing the form.
6. Enter address of alternate work location.
7. Enter telephone number of alternate work location.
8. Enter project id to be charged.
9. Enter description of workspace at alternate work location.
10. Enter beginning and ending dates of telework period.
11. Enter scheduled telework hours and days.
12. Number of telework days per work week.
13. Greatest number of consecutive calendar days of full-time telework in any calendar year.
14. Enter reason for telework.
15. Enter work to be performed and measurable expectations.
16. Enter required communication and deliverables during period of telework.
17. Enter equipment to be used during period of telework (specify both government and personal property).
18. Enter request for exception to specific policy provision.
19. Enter Employee's first name.
20. Enter Employee's last name.
21. Enter signature of Employee.
22. Enter date Employee signed the Telework Agreement.
23. Enter Approving Line Manager's first name.
24. Enter Approving Line Manager's last name.
25. Enter signature of Approving Line Manager.
26. Enter date Approving Line Manager signed the Telework Agreement.
27. Enter Approving Key Staff's first name.
28. Enter Approving Key Staff's last name.
29. Enter signature of Approving Key Staff.
30. Enter date Approving Key Staff signed the Telework Agreement.
31. Enter Approving Human Resources' first name.
32. Enter Approving Human Resources' last name.
33. Enter signature of Approving Human Resources.
34. Enter date Approving Human Resources' signed the Telework Agreement.