

## Telework Log

Employee: \_\_\_\_\_

School/Dept.: \_\_\_\_\_

Position: \_\_\_\_\_

Number of Scheduled Daily Work Hours: \_\_\_\_\_

Approved leave date start: \_\_\_\_\_ ending: \_\_\_\_\_

DATE	DESCRIPTION OF WORK PLEASE ENTER DETAILED INFORMATION

\_\_\_\_\_ Number of days to be credited

**Reviewed and approved by Principal/Supervisor**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**