

TELEWORK WEEKLY LOG

(To be retained by the Department Head)

A telework weekly log must be completed and submitted to your Department Head, if requested, at the end of every week for which you work at an approved telework site. The log may be submitted electronically or in writing. All telework must be pre-approved by your Department Head.

Employee Name: _____ Position Title: _____

Department: _____ Department Head: _____

Date	Time Covered	Activity/Project/Task Name & Description	Daily Total
Weekly Total Hours			

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

