TELEWORK WEEKLY LOG

(To be retained by the Department Head/Supervisor)

A telework weekly log must be submitted to your Department Head/Supervisor 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 Supervisor.

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/Supervisor Signature: _____ Date: _____