

# Temporary Telecommuting Arrangement Template

Employee Name:

Job Title:

Department:

Manager/Supervisor Name:

Telecommuting Start Date:

Telecommuting End Date:

Scheduled Telecommuting Days/Hours:

## Terms of Arrangement

- The employee agrees to fulfill their job duties and maintain productivity while telecommuting.
- The temporary arrangement is valid only for the dates specified above and may be subject to change based on organizational needs.
- The employee will be available by email and phone during agreed work hours.
- Any changes to the schedule or availability must be communicated to the manager in advance.
- All company policies remain in effect during the telecommuting period.

Additional Terms/Conditions:

Employee Signature:

Date:

Manager/Supervisor Signature:

Date: