

## EMCBC Employee Telework Eligibility Notification

MEMORANDUM FOR: \_\_\_\_\_

FROM: \_\_\_\_\_

Subject: Telework Eligibility Notification

The purpose of this memorandum is to inform you that you \_\_\_\_\_ eligible to telework under the following conditions:      Regular      Situational      \*Medical

\* Medical documentation must be provided to support a medical telework/flexiplace arrangement at the time of a request.

The following work assignment(s) are eligible for the type of telework arrangement(s) specified.

You are not eligible because of the reason(s) specified below:

Acknowledgement:

\_\_\_\_\_  
Employee's Signature & Date

Distribution:

Original: Employee  
Copy: EMCBC, Office of the Director/Timekeeper