

## EMCBC Change in Routine Telework Schedule

Privacy Act Statement - Section 6120 of Title 5 to the United States Code authorizes collection of this information. The information you submit in this application/agreement is protected by the Privacy Act of 1974. Providing information and signing this agreement is voluntary, but failure to sign this agreement will result in you not being approved for the employment arrangement specified herein. The primary use of the information contained in this agreement is by applicable management officials and supporting staff to approve and record the entitlements of this employment situation.

<b>Section I - to be completed by employee</b>					
<b>Employee's Name:</b>			<b>Position Title &amp; Series:</b>		
<b>Organization:</b>					
<b>Supervisor's Name:</b>			<b>Supervisor's Telephone #:</b>		
<b>Alternative Worksite Address:</b>			<b>Alternative Worksite Telephone #:</b>		
<b>Work Schedule</b>					
Work Week	Day	Tour of Duty Hours (ex. 8:00-4:30 pm)		Duty Station	
				Official	Alternative
<b>Week 1</b>	<b>Monday</b>				
	<b>Tuesday</b>				
	<b>Wednesday</b>				
	<b>Thursday</b>				
	<b>Friday</b>				
<b>Week 2</b>	<b>Monday</b>				
	<b>Tuesday</b>				
	<b>Wednesday</b>				
	<b>Thursday</b>				
	<b>Friday</b>				
<b>Employee's signature &amp; date:</b> _____					
<b>Section II, Approvals</b>					
<p style="margin-left: 20px;"><b>Approved</b></p> <p style="margin-left: 20px;"><b>Disapproved- reason:</b> _____</p>					
<b>Supervisor Signature &amp; Date:</b> _____					
<p style="margin-left: 20px;"><b>Employee is eligible</b></p> <p style="margin-left: 20px;"><b>Employee is not Eligible – Reason:</b> _____</p>					
<b>Telework Program Manager's Signature &amp; Date:</b> _____					

Distribution:  
 Original – EMCBC Office of the Director  
 Copy – Supervisor/Employee/Timekeeper