



- No scheduled telework day on a consistent basis. Employee is establishing approval to telework to be used on an as need basis only. A minimum of 24 hours' notice must be given to supervisor. Approval for each telework instance will be made at the sole discretion of the supervisor.

#### IV. Work Location

1. Employee's Central Workplace is: 4300 Wilson Blvd., Ste. 800, Arlington, VA 22203
2. Employee's alternate work location and contact number is:

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#### V. Amendment or Termination of Agreement

This agreement is not a guarantee or contract for employment and shall not be construed as such. This Agreement can be terminated or modified at any time by "Company". Employee may withdraw from their teleworking agreement at any time. If employee withdraws from this agreement you will be required to resume your regular work schedule conducting your work at the central "Company" office. "Company" will not be liable for any costs, damages or losses resulting from any termination of the teleworking policy in general or for termination of this agreement as applied to employee.

A copy of this agreement will be provided to the employee and placed in the employee's personnel file.

I have read the "Company" Teleworking Policy and the terms of this Telework Agreement and I hereby agree to be bound by their terms.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee has participated in the teleworking program for 90 Days. Employee's signature below indicates an interest in continued participation in the teleworking program. Supervisor's signature below indicates approval for employee to continue participation in the teleworking program under the terms of the "Company" teleworking policy and this agreement.

Employee Signature: \_\_\_\_\_

Employee Supervisor: \_\_\_\_\_