

ITD Employee COVID-19 Telecommuting Request

Employee Name:		
Reason:		
Dates Requested <i>(limit 2 weeks per request):</i>		
What ITD equipment will be used/needed at home <i>(include equipment number)</i>		
Work that will be performed while telecommuting:		
Task:		Hours per Week
<p><i>I understand these telecommuting arrangements are temporary and subject to change as the COVID-19 situation develops. I understand I am expected to account for work and non-work hours and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for children or sick family members).</i></p> <p><i>I understand that I will need to provide my supervisor with a report of work completed while telecommuting and adhere to all of ITD's computer usage policies.</i></p>		
Employee Signature		Date
Supervisor Signature		Date
District Engineer/ Division Administrator Signature		Date

*** Please record **REG** hours but enter **CVR** as the Reporting code: Under the Choose Accounting field, select Use Entered Accounting and put CVR in the Reporting field. ***