

Form OIG-HRM-1d (9-15-03)  
U.S. Department of Commerce  
Office of Inspector General  
Washington, D.C. 20230

## TELEWORK EPISODE APPROVAL FORM



### Section I (to be completed by employee)

Applicant: \_\_\_\_\_

Date: / /

In accordance with my approved telework agreement, I hereby request supervisory permission to telework on the following days/partial days: \_\_\_\_\_.

Description of work to be performed at alternative work site:

\_\_\_\_\_

Employee's signature

Date

### Section II (to be completed by first-line supervisor)

I have evaluated the employee's request and:

- Approve it as written:
- Approve it with the following special terms and conditions:

\_\_\_\_\_

\_\_\_\_\_

Disapprove it for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's signature

Date