ARTICLE 41

TELEWORK

Section 1—Purpose

The purpose of this Article is to establish a uniform SSA Telework Program that permits eligible AFGE bargaining unit employees to perform Agency-assigned work at a management-approved alternate duty station (ADS). This Telework Program replaces all other Telework Programs instituted by the various SSA components. The agency is committed to offering telework opportunities provided that the technological components and equipment are available and in place and that sensitive materials, including Personally Identifiable Information (PII), can be safeguarded. Management will make telework determinations consistent with the eligibility criteria contained herein, taking into account requirements of the position, performance of the employee, impact on organizational performance, and availability of appropriate technology.The agency supports the broadest use of telework by eligible agency employees to the extent that it maintains or enhances employee performance, cost savings and agency operations.

The parties agree that telework requires a collaborative effort between management and employees and that the goals of telework include fostering a positive work culture and environment that will assist the Agency in maintaining a productive and high quality workforce. This program may serve as a recruitment and retention tool and allows participants the opportunity to balance work and home life demands, reduce commuting problems and contribute to a cleaner environment, improve productivity and morale.

Section 2—Definitions

1. Alternate Duty Station (ADS) – a management-approved work site that is geographically convenient to the employee’s official duty station (ODS). Specifically:
	1. An employee’s residence as reflected in his/her Telework Program Agreement; or
	2. A Teleworking Center (often called a Telecenter) operated by GSA; or
	3. Another SSA facility or office that may be closer to an employee’s home and where there is space to accommodate additional agency employees.
2. Official Duty Station (ODS) – the employee’s official agency worksite.
3. Telework Program Request – a written application for participation in the Telework Program in which the employee describes the general and specific work assignments that the employee proposes to perform at the ADS.
4. Telework Program Agreement – a written agreement between the supervisor and the employee defining the employee’s obligations and responsibilities under the Telework Program.
5. Portable Work - work normally performed at the employee’s ODS that can be effectively performed at the ADS. This work is part of the employee’s regular work assignment or approved special work assignments.
6. Non Portable Work – Assignments that are not portable include those assignments that require face-to-face customer contact or the employee’s physical presence at the ODS.
7. Core Day(s)–Day(s) of the week not eligible for telework. Core days shall be limited to no more than one core day per week.
8. Scheduled Telework—The employee teleworks on a routine, regular, and recurring basis at ADS.
9. Episodic Telework—The employee teleworks on an occasional irregular basis at an ADS Episodic telework may include an approved temporary project, on a case-by-case basis, where the employee may work less than a full day at the ADS.

Section 3—Eligibility

Participation will be voluntary and employees may withdraw from the program at any time with notice to their immediate supervisor.

To be eligible to participate in Telework, an employee must meet all of the following conditions:

1. Not be under a**n** ~~Performance Assistance (PA) or~~ Opportunity to Perform Successfully (OPS) plan;
2. Not currently be on sick leave restriction;
3. The employee is not in a probationary period or formal training status. However, employees in formal training or in a development program will be considered on a case-by-case basis. Formal training status does not include the normal progression of an employee through a career ladder. However, formal training status may include periods when an employee needs close supervision or regular feedback from management and/or technical mentors that cannot effectively be accomplished at the ADS.
4. The employee has not been officially disciplined for violations of subpart G of the Standards of Ethical Conduct For Employees of the Executive Branch for viewing, downloading, or exchanging pornography on a Federal government computer or while performing official government duties;
5. Complete appropriate agency Telework training;
6. The employee is willing to sign and abide by the conditions of the Flexiplace Telework Program Agreement (Appendix 1) and the self-certification safety checklist (Appendix 2). Once an employee is approved for participation in the Telework Program, it is understood that the general and specific work assignments set forth in the Telework Program Agreement may be changed.
7. Maintain at least an acceptable level of performance (e.g., successful contribution rating);
8. Have sufficient portable work to be completed at the ADS;
9. Not be excluded from participation by law, or by government-wide rule or regulation;
10. Use approved appropriate technology; and
11. Not have been disciplined within the preceding 12 months for misconduct that has a nexus to Telework.

If the number of eligible employees exceeds the coverage requirements, approval will be made in SCD order.

Section 4—ODS Shared Work Space

Employees who telework two (2) or less days per week will keep their workstation. Employees who telework more than two (2) days per week may be required to share space with other employees. Management will make every effort to provide a workspace with an agency computer, phone and locked storage area.

### Section 5—Telework Procedures

A. Work performed under a Flexiplace/Telework arrangement may be scheduled or episodic.

B. During the months of February and August of each year employees may request to participate in scheduled telework.

C. Requests to Participate in Telework

1. Scheduled Basis

Employees will request to participate in the Telework program by submitting a Telework Program Request and Self-Certification Safety Checklist Form and Telework Program Agreement (Appendices 1 and 2). Management will act on requests within ten (10) working days of the close of the request period for scheduled telework. If the participant’s request is denied, management will annotate the reasons for the denial on the telework request form.

Employees will not have to submit future requests once the original request is approved unless a schedule change is requested by the employee during the February and August timeframes. Approving officials will re-evaluate existing schedules during the relevant six-month request period.

2. Episodic Basis

Employees may apply at any time to participate in episodic telework to work on a specific assignment. Management will act on these requests no later than five (5) working days following receipt of the request. If the participant’s request is denied, management will annotate the reasons for the denial on the telework request form. Depending on the nature of the assignment, employees may be approved to work episodic telework up to five days per week at the ADS.

3. Emergencies

Employees with bona fide emergency needs may request participation in scheduled telework or a change in his/her telework day(s) outside the normal request times. If approved, employees may begin participating in telework or working the newly approved schedule at the start of the next pay period. However, Management will also timely consider non-emergency requests to change a scheduled telework day or participate in telework outside the normal request times.

D. Staff Coverage

The parties recognize that Agency assigned functions, the nature of work to be performed and the types of positions can vary significantly from office to office. If the coverage problems necessitate suspending scheduled telework agreements, it will be accomplished in inverse seniority order according to service comp date. The local representative will be notified as soon as practical. Priority consideration will be given to bargaining unit employees for participation in flexiplace when both bargaining unit and non-bargaining unit employees provide the coverage in question.

Section 6—Hours of Work and Employee Availability

Teleworkers are in a duty status when teleworking and are expected to have the resources necessary to perform their jobs and concentrate on official duties without interruption. Employees may not use duty time for any purpose other than performing Agency-assigned work.

Management is responsible for supervising work in accordance with the Fair Labor Standards Act. Article 10 of the 2012 SSA/AFGE National Agreement will apply to those employees who work at an ADS.

Requests for leave will be handled in accordance with Article 31 of the 2012 SSA/AFGE National Agreement.

A. Office Closure/Early Dismissal/Late Opening

If there is an early dismissal or late opening in the ODS, and the employee is working at their residence as the ADS, the employee is required to complete a full workday, unless the employee takes appropriate leave. If there is a full day closure at the ODS, the employee will be excused without a charge to leave. If the ADS is a telecenter or another SSA facility, the employee must abide by the office closure, early dismissal, or late opening rules for that location.

B. Alternate Duty Station Problem(s)

Employees will promptly inform management of any disruptions at the ADS, e.g. equipment failure, power outages, telecommunication difficulties etc. that impact the employee’s ability to perform agency assigned duties. In these situations, management may require the employee to report to the ODS or the employee may request leave. If the employee is required to report to the ODS, the employee is not guaranteed “replacement time” or an “in lieu of” telework day. However, the employee’s telework day may be temporarily switched to another day with management’s approval.

The parties recognize that once the ADS is approved, the employee will not change the ADS location without management approval.

C. Split Days at the ADS and ODS

Employees may not split a regularly scheduled telework day between the ADS and the ODS, unless the employee is required to report to the ODS.

D. Telephones

* When working at the ADS, an employee must be accessible by telephone to his or her supervisors, clients, colleagues, and external customers during working hours, exclusive of the lunch period and break periods.
* The employee’s break and lunch periods will be defined in the employee’s Telework Program Agreement.
* While at the ADS, the employee is responsible for retrieving, and responding in a timely manner to voice mail left at both the ADS and the ODS.
* Government phone cards will be issued to employees with a need to place long-distance or toll calls for work. Phone cards must be used for long distance calling. Employees will not be reimbursed for out-of-pocket expenses related to telephone calls.
* The Agency will provide the employee with general office supplies needed to work effectively at the ADS.

E. Office E-Mail

Management may require that the employee enable a pre-programmed e-mail reply (e.g. “Out of Office Assistant”) to be sent in response to all incoming e-mail on the day(s) that the employee is working at the ADS.

#### F. Telework Suspensions

Reasonable advance notice will be provided when employee(s) may be required to report to their official duty station for situations such as previously scheduled training, conferences, other meetings or to perform work on a short term basis that cannot otherwise be performed at the ADS or accomplished by telephone or other reasonable alternative methods. Employees may resume telework as soon as the suspension of telework is over.

G. Call Backs

Employees may be called back to the ODS when warranted. Employees are required to report to their ODS as soon as possible and no more than two hours after notification. Transportation between the ADS and the ODS is considered commuting and does not entitle the employee to reimbursement for official travel.

H. Replacement Time

If management temporarily suspends telework or calls an employee back to the ODS, the employee is not guaranteed “replacement time” or an “in lieu of” telework day. However, the employee’s telework day may be temporarily switched to another day with management’s approval.

##### Section 7—Environment and Security

###### A. Work site

If the ADS location is in the employee’s residence, the employee is responsible for maintaining the ADS work site in a manner that is conducive to business and is free of hazards. The ADS work site shall include furniture/equipment deemed necessary to perform the employee’s duties at the ADS such as a desk, chair, surge protector, locking file cabinet or similar secure storage device, etc. deemed necessary by management to perform work at the ADS. In addition, there must be proper lighting, power, other utilities, adequate environmental conditions, a readily accessible and working fire extinguisher, and a working smoke detector.

The employee is responsible for all operating costs, home maintenance and any other incidental costs (e.g., utilities, high-speed internet access, mortgage payments, rent, insurance, and taxes, etc.) associated with the use of the ADS. The Agency is not liable for damages to employee's personal or real property occurring during the course of performance of official duties except to the extent established by law.

The employee does not relinquish any entitlement to reimbursement for appropriately authorized expenses incurred while conducting business for the employer as provided for by law and regulation.

1. Workers’ Compensation

Teleworkers are covered under the Federal Employees' Compensation Act (FECA) and the agency’s policy and procedures concerning workers’ compensation for injuries sustained while performing their official duties at the ADS. The employee will immediately notify his/her supervisor of any accident or injury occurring at the ADS in the course of performing official duties. FECA claims will be handled in accordance with Article 34 of the SSA/AFGE National Agreement.

1. Federal Tort Claims

For purposes of the Federal Tort Claims Act, the employee’s ADS is treated as an extension of the official duty station.

1. Security/Safeguarding Work

Employees working at the ADS are bound by agency policies and procedures on transporting, safeguarding, disclosure and destruction of Agency information, records and data. This includes policies on protecting Personally Identifiable Information (PII), the Federal Information Security Management Act, the Privacy Act, 5 U.S.C. § 552 the regulations implementing the Privacy Act, including those at 20 C.F.R. Part 401; 42 U.S.C. § 1306; and all other statutes, regulations, and Agency policies pertaining to the disclosure, retention, and electronic transmission of official records and information.

1. Home Inspections

Management may inspect the ADS prior to approving telework to ensure conformity with the conditions set forth in the Telework Program Agreement and Self-Certification Safety Checklist. Management may inspect the ADS with twenty-four (24) hours advance notice during the teleworker’s regular core hours. Management will not inspect non-work space in the ADS.

1. Agency Owned IT Equipment

Subject to the availability of resources, the agency will provide appropriate IT equipment for teleworkers. SSA retains ownership and control of any SSA furnished hardware, software, and data and is responsible for maintaining, providing support and repairing the equipment; however, there will be no on site IT support provided in employees’ homes. The employee is not responsible for costs related to maintenance of government owned equipment.

Employees have a continuing responsibility to safeguard Government property and are responsible for the care, security and effective utilization of the Government property they use.

Management may require that employees working at an approved ADS obtain (at their own expense) high-speed/broadband internet access.

Section 8—Accountability and Evaluation of Work

Management will evaluate work performed at the ADS in accordance with the Telework Program Agreement and in accordance with Article 21 of the 2012 SSA/AFGE National Agreement.

Management may require employees on telework to submit a written daily account of the work performed at the ADS. The format and required content of the written account will be determined by management.

Section 9—Employee Conduct at the ADS

All laws, government- wide rules, government- wide regulations, and Agency policies governing employee conduct at the ODS continue to apply at the ADS including, but not limited to, the Privacy Act and the Standards of Ethical Conduct for Employees in the Executive Branch.

Section 10—Termination from the Telework Program

Employees may voluntarily terminate their participation in the Telework program at any time by notification to their supervisor and may reapply at the next application period.

Management retains the right to terminate an employee’s participation in the Telework Program if:

1. The employee no longer meets one or more of the eligibility requirements contained in Section 3; or
2. The employee fails to comply with any of the conditions set forth in the Telework Program Agreement; or
3. The employee fails to comply with the provisions of this article; or
4. There is a consistent diminishment in the employee’s performance at the ADS in comparison to performance at the ODS.

Management will counsel employees about specific problems, including a diminishment in performance, before removing an employee from the Telework Program, except in the case of egregious violations. When an employee’s participation in the Telework Program is terminated, the employee will be notified in writing of the reason for termination and the effective date of the termination. An employee, who has been removed from the Telework Program may reapply for Telework at the first application cycle following a 1 year termination period. Management will consider individual circumstances when considering the effective date of removal from the program.

If a disciplinary action is reversed, the employee will normally resume telework at the beginning of the first pay period following the reversal as long as the employee meets the eligibility requirements.

Section 11 AFGE Notification

Should the agency propose to suspend a significant part of its telework program, notice will be provided to the Union. Bargaining to the extent required by law will be in accordance with Article 4. EXHIBIT 1

TELEWORK

PROGRAM AGREEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, request to participate in the Telework program. I understand, acknowledge and agree to the following terms:

The address and telephone number of my Alternative Duty Station (ADS) is:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I understand the location of the ADS cannot be changed without prior approval of management.
2. My hours of duty at the ADS will be the same as at my ODS.
3. My meal break and my breaks will be the same as at my ODS.
4. I will report my time and attendance in accordance with agency policy and Official Duty Station (ODS) procedures while working at the ADS.
5. I will request leave in accordance with Article 31 of the SSA/AFGE National Agreement.
6. While working at the ADS, I will be accessible by telephone to my supervisors, clients, colleagues, and external customers during working hours.
7. I will, if determined necessary by management, enable a preprogrammed e-mail reply (e.g., “out of office assistant”) to be sent in response to all incoming e-mail at the ODS;
8. I will return to my ODS, as soon as possible and no more than two hours after notification, if management determines that work requirements require such action.
9. I understand management may temporarily suspend telework when work requirements require such action. If management temporarily suspends or alters telework days, I am not entitled to “replacement time” or an “in lieu of” telework day but may request that management allow an alternate day to be substituted.
10. If my ADS location is my residence, I will maintain the ADS work site in a manner that is conducive to business and is free of hazards. I will, at a minimum, have workspace that includes a desk, chair, surge protector, locking file cabinet, locking desk drawer, or similar secure storage area for official records and information. I must have and maintain adequate workspace, proper lighting, basic telephone service, power and other utilities, adequate environmental conditions, adequate security, a working smoke detector and a readily accessible, working fire extinguisher.
11. I understand I am responsible for all operating costs, home maintenance and any other incidental costs (e.g., utilities, high-speed internet access, mortgage payments, rent, insurance, and taxes, etc.).
12. I agree that the agency is not liable for damages to personal or real property occurring during the course of performance of official duties except to the extent established by law.
13. I understand and will follow all agency policies and procedures on transporting, safeguarding, disclosure and destruction of Agency information, records and data. This includes policies on protecting Personally Identifiable Information, the Federal Information Security Management Act, the Privacy Act, 5 U.S.C. § 552 the regulations implementing the Privacy Act, including those at 20 C.F.R. Part 401; 42 U.S.C. § 1306; and all other statutes, regulations, and Agency policies pertaining to the disclosure, retention, and electronic transmission of official records and information.
14. I understand that management has the right to inspect my ADS prior to approving this telework agreement, in accordance with Article 41, to ensure conformity with the provisions set forth in the Telework Program Agreement and Employee Safety Self Certification.
15. I understand all laws, rules, regulations and agency policies concerning conduct at the ODS remain in full force and effect at the ADS.
16. I will notify my supervisor immediately of any accident or injury that occurs to me at the ADS in the course of performing my official duties, and I will timely complete all forms required to process an initial claim under the Federal Employees’ Compensation Act.
17. I understand that I will promptly inform management of any disruptions at the ADS, e.g., equipment failure, power outages, telecommunication difficulties etc. that impact my ability to perform agency assigned duties. I may be required to return to the ODS, or I may request and take leave, if approved by my supervisor.
18. I understand I am in duty status when teleworking. I will have resources necessary to perform my job and will concentrate on official duties without interruption. I will not use duty time for any purpose other than performing agency assigned work.
19. Management may require a written daily account of the work performed at my ADS. The format and required content of the written account will be determined by management
20. I understand that management may require employees who telework to share workspace (e.g., desk, cubicle, office, etc.) at the ODS
21. I completed the agency approved telework training on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
22. I understand that I must be scheduled to work twice per pay period at my ODS on a regular and recurring basis to retain the locality pay rate for my ODS location [5 CFR 531.602]. This requirement applies whether I am on a full-time, part-time, 5/4/9 or 4/10 schedule. If my work schedule does not meet this requirement, my locality pay will be determined based on the locality pay rate for my ADS location rather than the locality pay rate for my ODS. This may result in a change in my overall rate of pay.

I have read and I understand the eligibility conditions and requirements, employee responsibilities, the telework program agreement, and the provisions of Article 41 (Telework) of the SSA-AFGE National Agreement for working at an ADS. I hereby certify that I will abide by all of these provisions while on telework and that failure to do so may result in my termination from telework.

I understand that I will not have to submit future requests once the original request is approved unless a schedule change is requested by me during the February and August timeframes to request participation in Telework.

I may voluntarily terminate my participation in the telework program at any time. Management may also terminate my participation under the circumstances described in the telework program agreement, and in Article 41of the SSA-AFGE National Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

EXHIBIT 2

TELEWORK PROGRAM REQUEST & SAFETY SELF- CERTIFICATION

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Component: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the employee’s alternate duty station (ADS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Telework:

Scheduled: [ ]  Episodic: [ ]

Specific day(s) requested for participation in telework:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| First Week | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Second Week | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Employee’s statement of proposed work assignments at ADS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |
| --- | --- |
| TELEWORK PORTABILITY QUESTIONAIRE  | EMPLOYEE’S RESPONSE |
| What communication modes are available to stay in touch while working at the ADS? (Include the telephone and e-mail addresses as appropriate) |

|  |  |
| --- | --- |
| Second telephone line |  |
| Voice mail at primary office |  |
| Voice mail/answering machine/answering service at ADS |  |
| E-Mail |  |
| Conference call capabilities at ADS |  |
| Cellular telephone? |  |
| Caller ID? |  |
| Call waiting? |  |
| Blackberry? |  |
| Other? (Specify) |  |

 |
| EMPLOYEE SAFETY SELF-CERTIFICATION:By initialing the boxes to the right I self-certify that I have the following equipment and conditions required to maintain eligibility in Telework: |

|  |  |
| --- | --- |
| Working telephone |  |
| Office equivalent furniture  |  |
| Locking file cabinet or desk drawer |  |
| Electrical power and adequate lighting |  |
| Working smoke detector |  |
| Working and accessible fire extinguisher |  |
| Surge protector |  |
|  |  |
|  |  |
|  |  |

 |

I have read and I understand the eligibility conditions and requirements, employee responsibilities, the telework program agreement, and the provisions of Article 41 of the 2012 SSA-AFGE National Agreement for working at an ADS. I hereby certify that I will abide by all of these provisions while on telework and that failure to do so may result in my suspension or termination from telework.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee Date

\_\_\_\_\_\_ Approved \_\_\_\_\_\_ Disapproved (reasons stated below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Approving Management Official Date

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