

Guide to Telework and Remote Work in the Federal Government



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I. Introduction

Background and Purpose

The U.S. Office of Personnel Management (OPM) is issuing a revised *Guide to Telework and Remote Work in the Federal Government (Guide)* consistent with Presidential directives, OPM and the Office of Management and Budget (OMB) Governmentwide policy guidance, and applicable laws, regulations, and other legal authorities. This *Guide* provides an overview of the acceptable types of telework and remote work arrangements, agency roles and responsibilities, and additional guidance to assist agencies in developing telework and remote work policies that are consistent across the Federal Government.

Agencies should carefully review their telework and remote work policies and procedures for compliance with this *Guide*. Although an effective tool for the continuity of Federal Government operations in emergencies, telework and remote work policies should not allow Federal employees to avoid working full-time, in-person from an agency worksite on a regular and recurring basis. While certain limited exceptions may apply, generally Federal employees should be performing their work in an agency office and not from home.

The Telework Enhancement Act ([Public Law 111-292](#), December 9, 2010), codified at [chapter 65](#) of title 5, United States Code, requires OPM to provide telework policy guidance to assist agencies in developing their internal policies and practices and in establishing telework measures and goals (5 U.S.C. 6504(b)(1) and (2)) consistent with applicable laws, regulations, Presidential directives, and OPM and OMB guidance. This *Guide* also includes Governmentwide policy guidance on remote work. Though not covered by the provisions of 5 U.S.C. chapter 65, remote work is closely aligned with and raises similar legal and policy issues as telework. This revised *Guide* supersedes and cancels any previously issued OPM telework and remote work guidance that is inconsistent. (See 5 U.S.C. 6504(b)(2).)

Chapter 65 specifies the roles, responsibilities, and expectations for all Federal Executive agency telework programs, employee eligibility and participation, program implementation, and reporting. OPM is statutorily required to maintain a central [telework website](#) that includes telework links, announcements, and guidance developed by OPM, and guidance submitted by the Federal Emergency Management Agency and the General Services Administration. (See 5 U.S.C. 6504(e).) OPM is also statutorily required to compile and submit an annual report to Congress on the telework programs of each Executive agency. (See 5 U.S.C. 6506(b).)

Key Terms and Definitions

The following defines key terms used throughout this *Guide*:

Agency worksite refers to an official Federal agency location where work activities are based, generally considered a centralized location of an employee's assigned organization.

Alternative worksite is a worksite, approved by the head of an Executive agency (or the designee of such an official), where an employee of the executive agency, through telework, performs the duties and responsibilities of the position of the employee, and other authorized activities.

Military spouse includes the spouse of a member of the Armed Forces on active duty or a spouse of a disabled (with a disability rating of 100 percent under the standard schedule of rating disabilities in use by the U.S. Department of Veterans Affairs) or deceased member of the Armed Forces. (See 5 U.S.C. 3330d(b)(3) and 5 U.S.C. 2108.)

Mobile work is characterized by routine and regular travel to conduct work in customer or other approved worksites as opposed to a single authorized agency or alternative worksite. Mobile workers are not considered to be teleworkers or remote workers, even if they perform some work at their home or an alternative worksite and are generally not subject to policies covering telework and remote work. Examples of mobile work include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or traveling on Temporary Duty (TDY).

Official worksite is the agency worksite for most employees, including an employee with a signed telework agreement. For a remote worker, the official worksite is the alternative worksite (e.g., the employee's residence). The official worksite is generally the location of an employee's duty station as documented on an employee's Standard Form 50 (SF-50).

Remote work is an arrangement in which an employee, under a written remote work agreement, is scheduled to perform his or her work at an alternative worksite and is not expected to perform work at an agency worksite on a regular and recurring basis. A remote worker should generally be located outside of the local commuting area of an agency worksite.

Telework is a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, part of the time from an approved alternative worksite instead of the assigned agency worksite. (See 5 U.S.C. 6501(3).) There are two types of telework: situational (unscheduled) and routine (regular and recurring).

- **Routine telework** is a type of telework characterized by a schedule that is regular and

recurring, most often on an agreed-upon day or days during a bi-weekly pay period. The regularly scheduled telework day(s) are usually specified in a written telework agreement between the employee and employee's supervisor. [**Note:** An agency should not permit employees to perform routine (regular and recurring) telework unless authorized by a Governmentwide or agency-approved exception consistent with OPM or OMB policy guidance or a specific legal authority.]

- **Situational telework**, also known as unscheduled telework, is a type of telework that allows employees to telework on an occasional, episodic, or short-term basis, such as for a weather emergency or a reasonable accommodation for religious practices. Situational telework is approved on a case-by-case basis, and the hours worked are not part of a previously approved, routine telework schedule.

II. Return to In-Person Work

On January 20, 2025, President Donald J. Trump signed a Presidential Memorandum (PM) titled, [Return to In-Person Work](#), which instructed Executive department and agency heads to “take all necessary steps to terminate remote work arrangements and require employees to return to work in-person at their respective duty stations on a full-time basis.” The PM further stated that “department and agency heads shall make exemptions they deem necessary.” On January 22, 2025, OPM issued a [memorandum](#) providing guidance on the PM. OPM issued a joint [memorandum](#) with OMB on January 27, 2025, to provide further guidance on agency return to office implementation plans. Additionally, on March 20, 2025, OPM issued [frequently asked questions](#) on return to in-person work implementation to assist agencies.

While Federal agencies have discretion to approve various types of telework and remote work arrangements, agency telework and remote work policies must be consistent with the PM, OPM and OMB Governmentwide policy guidance, and any applicable law or other legal authority when establishing such arrangements. Generally, an employee will perform his or her entire bi-weekly work requirement at an agency worksite (or will take approved leave or other approved time off), unless covered by an exemption due to a disability, qualifying medical condition, or other compelling reason certified by the agency head, consistent with OPM and OMB Governmentwide policy or other specific law or legal authority. Agencies should establish policies and procedures to monitor and verify that employees are working full-time, in-person at the assigned agency worksite or an approved alternative worksite under a qualifying exemption.

Exceptions and Exemptions to In-Person Work

The joint OPM and OMB January 27, 2025 [memorandum](#) set forth guidance and instructions for agencies to prepare implementation plans to fully comply with the PM issued on

January 20, 2025, on returning to in-person work. The OMB and OPM memorandum required that an agency's implementation plan describe the agency's process for determining exceptions based on disability, qualifying medical condition (reasonable accommodation), or other compelling reason. The memorandum required agency implementation plans to describe the agency's criteria for determining "other compelling reasons" for exemptions from return-to-in person work, including any limited, discrete categories (such as military spouses working remotely) where categorical or indefinite exemptions may be granted. Agencies should incorporate their approved return-to-in person work implementation plans into their telework and remote work policies to the extent appropriate.

As of the publication date of this *Guide*, below are Governmentwide examples of other compelling reasons that an agency head may consider for exemption from return to full-time, in-person work (along with the required documentation to process the exemption) and approve appropriate telework or remote work arrangements:

- Military spouses working remotely are exempt from in-person work under the conditions explained by OPM's February 12, 2025 [memorandum](#) and the March 20, 2025 [Frequently Asked Questions](#).
 - The term military spouse includes: (See 5 U.S.C. 3330d(b)(3) and 5 U.S.C. 2108.)
 - Spouse of a member of the U.S. Armed Forces on active duty (military orders).
 - Spouse of a disabled member of the Armed Forces: An individual who is married to a retired member of the U.S. Armed Forces with a disability rating of 100 percent under the standard schedule of rating disabilities in use by the U.S. Department of Veterans Affairs (VA disability rating letter of spouse).
 - Spouse of a deceased member of the U.S. Armed Forces (death certificate of spouse).

Note: Military spouses previously approved for telework on a routine or situational basis (not full-time) are not exempt from in-person work absent a different approved exemption based on a compelling reason authorized by the agency. Military spouses previously approved for telework on a routine or situational basis may be converted to a remote work arrangement and be exempt from in-person work under the approved exemption, above.

- U.S. Foreign Service spouses under an existing remote work agreement (excluding a domestic employee teleworking overseas agreement) due to the U.S. Foreign Service member's overseas assignment.

- Although not directly covered by the February 12, 2025, OPM [memorandum](#) “Guidance on Exempting Military Spouses and Foreign Service Spouses from Agency Return to Office Plan,” agencies may make limited exceptions to allow an employee under an existing remote work agreement, and who is married to a Federal employee who also works in the geographic area of the remote worksite, to remain in a remote posture.

III. Telework

Telework Fundamentals

Key Points:

- Telework is a discretionary management tool that should be used sparingly and only when an employee agrees to the arrangement.
- There are two types of telework: situational (unscheduled) and routine (regular and recurring).
- Supervisors should only authorize situational telework where it meets a compelling agency need and does not diminish agency operations.
- Generally, an agency should not permit an employee to perform routine telework unless authorized by a Governmentwide or agency-approved exemption or exception to in-person work consistent with OPM and OMB policy guidance or specific legal authority.

Generally, the provisions of chapter 65 of title 5, United States Code, apply to all employees of Federal Executive agencies, subject to any limitations described in the law, individual agency telework policy requirements, and Governmentwide policies. Although Federal agencies are required to establish telework policies under which eligible employees of the agency may be authorized to telework and to determine which positions are eligible for telework, chapter 65 does not mandate telework nor confer a legal right or entitlement for an employee to participate in an agency telework program. Conversely, chapter 65 does not obligate any employee to participate in an agency telework program. Generally, employee participation in a telework program is voluntary and subject to agency discretion and approval. An agency may require an employee to telework in lieu of investigative leave under the conditions specified in 5 U.S.C. 6502(c) and 5 CFR 630.1503(c). See additional information on telework in lieu of investigative leave in the “Special Telework Situations” section below.

Agency Roles and Responsibilities

Chapter 65 of title 5, United States Code, specifies the roles and responsibilities for agencies about telework policies, program implementation, and reporting. Agencies are statutorily

required to establish a policy under which eligible employees may be authorized to telework, determine employee eligibility to participate in telework, and notify all employees of their eligibility to telework. (See 5 U.S.C. 6502(a).) The law also outlines specific employee eligibility conditions for telework. (See 5 U.S.C. 6502(a)(2) and (b).) To prepare for emergencies, agencies must incorporate telework into their continuity of operations plans (COOP). (See 5 U.S.C. 6504(d).) During any period that an agency is operating under a COOP, that plan will supersede any agency telework policy. Finally, each agency must designate an employee of the agency as its Telework Managing Officer (TMO) to serve as the primary agency point of contact for OPM on telework matters. (See 5 U.S.C. 6505(b).) The TMO must be established within the agency office of the Chief Human Capital Officer (or comparable office with similar functions) and be a senior official of the agency who has direct access to the head of the agency. (See 5 U.S.C. 6505(a) and (c).)

Telework Policy Development

Chapter 65 of title 5, United States Code, requires agencies to establish a policy under which eligible employees of the agency may be authorized to telework. (See 5 U.S.C. 6502(a)(1)(A).) Elements that may be included in an agency telework policy include a policy statement; definitions; telework eligibility; guidance for approving requests to telework; guidance for denying, terminating, modifying or withdrawing telework agreements; roles and responsibilities; and reporting requirements. Agency telework policies must be consistent with any Presidential directives, OPM and OMB Governmentwide policy guidance (including this *Guide*), and applicable law or other legal authorities.

Telework Eligibility

Federal agencies have broad authority and discretion to make their own telework eligibility determinations for employees, consistent with any Presidential directives, OPM and OMB Governmentwide policy guidance (including this *Guide*), and applicable law or other legal authorities.

The law provides that an agency may not authorize an employee to telework if (1) the employee's performance does not comply with the terms of his or her written telework agreement; (2) except in certain emergency situations, an employee's official duties require direct handling of secure materials on a daily basis determined to be inappropriate for telework; or (3) an employee's on-site activities cannot be handled remotely or at an alternate worksite. (See 5 U.S.C. 6502(b)(3) and (4).) In addition, the following two categories of employees are categorically barred by statute from performing telework: (1) an employee who "has been officially disciplined for being absent without permission for more than 5 days in any calendar year" and (2) an employee who "has 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, including child pornography, on a Federal Government computer or while performing official Federal Government duties.” (See 5 U.S.C. 6502(a)(2).)

Within those parameters, agencies should make their determinations based upon operational needs, while considering specific statutory requirements. The criteria for telework eligibility determinations should be detailed in the agency’s telework policy. Overall, the eligibility of a position for telework should be grounded in a determination of whether the position’s duties and responsibilities may be performed at an alternative worksite without diminution of the employee’s performance or agency operations. Agencies are required to notify employees of their eligibility to telework. (See 5 U.S.C. 6502(a)(1)(C).)

When making telework-eligibility determinations, agencies should be mindful of the statutory language stating that agencies must “ensure that telework does not diminish employee performance or agency operations.” (See 5 U.S.C 6502(b)(1).) Agencies should have processes in place to determine whether employees are succeeding in using telework and how telework eligibility will be revoked if (1) telework diminishes performance or agency operations or (2) when other telework eligibility criteria in Presidential directives; OPM or OMB Governmentwide policy guidance; applicable laws, regulations, other legal authorities; or agency policies no longer apply. While individual agencies are in the best position to define what it means to “ensure that telework does not diminish employee performance or agency operations,” determinations should be based on metrics and clear performance standards, along with the overarching principal that work should generally be performed in-person at an agency worksite.

Telework Agreement

Agencies are required to have every telework participant sign a written telework agreement. The written agreement is "entered into between an agency manager and an employee authorized to telework," "outlines the specific work arrangement that is agreed to," and "is mandatory in order for any employee to participate in telework." (See 5 U.S.C. 6502(b)(2).) Additionally, employees are required to successfully complete telework training before entering a written telework agreement. (See 5 U.S.C. 6503(a)(2).)

Telework Agreement Contents

The specific terms and conditions that agencies should include in telework agreements include the following:

- Term of the agreement: Maximum one-year agreement, although agencies may consider shorter terms (e.g., a six-month agreement), renewable after confirmation of terms and

conditions continue to apply and no diminution in employee performance or agency operations.

- Type of telework specified by the agreement: Situational/unscheduled telework and/or routine telework (generally only if covered by an exemption to on-site work specified in agency or Governmentwide policy or law or other legal authority).
- Requirements: Outline any additional requirements (e.g., technology) beyond the prerequisites to telework outlined in law (e.g., training).
- Expectations: Specify the location of the approved alternative worksite, location of the employee's official worksite/duty station for pay and other purposes, duties that must be performed, work or productivity reporting and oversight requirements, expected work hours and schedule, and frequency and modes of communication (e.g., email vs. telephone, core hours for contact, speed for returning calls, and participation in video conferencing and other meetings). If an employee teleworks from his or her residence, include a requirement for the employee to notify the agency before he or she moves to a new residence and to seek agency approval and sign an updated telework agreement before teleworking at the new location.
- Equipment and other expenses: Determine and specify any Government furnished equipment and identify expenses that will be covered by the agency, employee, or shared.
- Requirement to telework during an office closure: OPM's weather and safety leave regulations state employees who voluntarily participate in an agency telework program and have an established telework agreement in place are generally expected to telework during a Government closure or other operating status emergency announced by OPM or an agency. ([See 5 CFR 630.1605\(a\)\(1\).](#))
- Fraud, waste, and abuse: Include language that all employees have a responsibility to report fraud, waste, and abuse to the agency's Office of the Inspector General, including if an employee performs telework without management approval.
- Termination/modification: Include language that the telework agreement may be terminated or modified at any time by the agency.

In short, the written telework agreements should reflect and be consistent with applicable law and other legal authorities, the agency's telework policy, and the requirements of applicable Presidential directives and OPM and OMB Governmentwide policies.

Permissible Types of Telework Arrangements

As of the publication date of this *Guide*, the PM issued on January 20, 2025, requires all Federal employees to “return to work in-person at their respective duty stations on a full-time

basis, provided that the department and agency heads shall make exemptions they deem necessary.” While Federal agencies have discretion to approve various types of telework arrangements, agency policies must be consistent with any Presidential directive, OPM and OMB Governmentwide policy guidance, and applicable law or other legal authority before approving any routine or regular and recurring telework arrangement. The starting presumption should be that an employee will generally perform his or her entire bi-weekly work requirement at an agency worksite (or will take approved leave or other approved time off), unless covered by an exemption due to a disability, qualifying medical condition, or other compelling reason certified by the agency head, consistent with OPM and OMB Governmentwide policy, and specific law or other legal authority.

Situational Telework

An agency may permit employees to perform situational telework, also known as unscheduled telework, that allows employees to telework on an occasional, episodic, or short-term basis. Situational telework is approved on a case-by-case basis and the hours worked are NOT a part of an ongoing and regular telework schedule (i.e., routine telework). Supervisors should only authorize situational telework where it meets a compelling agency need and does not diminish agency operations. A [sample situational telework agreement](#) can be found on the OPM telework website and in Appendix 1 of this *Guide*.

Situational telework should always be intermittent and not used as a substitute for routine or recurring telework. Situational telework requests should only be approved by a supervisor or manager after appropriate review with judicious discretion. All situational telework approvals must be consistent with applicable Presidential directives, OPM and OMB guidance, and law or other legal authorities. Situational telework may not be used on a regular and recurring basis to reduce the number of hours an employee is required to work in-person at the agency worksite on a given day.

Examples of appropriate uses of situational telework include:

- When an agency’s operating status announcement includes “unscheduled telework.” (See OPM’s [Governmentwide Dismissal and Closure Procedures](#) for additional guidance on the use of unscheduled telework during a dismissal or closure announcement due to severe weather or other emergency situation.)
- To accommodate a religious observance or practice. Agencies are strongly encouraged, where feasible, to allow situational telework requests for religious observances or practices, such as Sabbath or holiday observance, scheduled prayers, services, meditation, fasting, or other religious obligations. (See OPM’s July 16, 2025, memorandum entitled [“Reasonable Accommodations for Religious Observances”](#) for additional information.)

- When an employee is recovering from a short-term illness or an injury, is unable to physically report to the agency worksite, but can still perform work.
- When an employee has been exposed to a communicable disease (e.g. a member of the household is sick) and the employee's presence would jeopardize the health of others in the office.

Routine Telework

Routine telework is a type of telework characterized by a schedule that is regular and recurring, most often on an agreed-upon day or days during each bi-weekly pay period. The regularly scheduled telework day(s) are usually specified in a written telework agreement between the employee and employee's supervisor. See Appendix 2 for a sample Routine Telework Agreement. Generally, an agency should not permit an employee to perform routine telework unless authorized by a Governmentwide or agency-approved exemption or exception to in-person work consistent with OPM and OMB policy guidance or specific legal authority. The agency head (or his or her designee) will determine authorized exemptions and exceptions. An agency's telework policy must describe the agency's process for determining exceptions based on disability, qualifying medical condition, or other compelling reason, and describe the agency's criteria for determining other compelling exemptions from in-office work, including any limited, discrete categorical or indefinite exemptions that may be granted. (See Section II. Return to In-Person Work for more information.)

Training

Chapter 65 of title 5, United States Code, requires agencies to "ensure that -- (1) an interactive telework training program is provided to -- (A) employees eligible to participate in the telework program of the agency and (B) all managers of teleworkers. . .". (See 5 U.S.C. 6503(a).) Maintaining strong performance in a telework environment requires employees and their supervisors to be well trained on their agency's telework policy, criteria for eligibility, roles and responsibilities, and expectations. While agencies may provide their own telework training program for employees, OPM continues to provide basic telework training modules for employees and managers on OPM's [telework website](#).

Report to Congress

As required by Chapter 65 of title 5, United States Code, each year OPM prepares and submits a report to Congress "addressing the telework programs of each executive agency." (See 5 U.S.C. 6506(b)(1)(A).) Prior OPM [reports](#) to Congress are available on OPM's website.

Official Worksite and Pay

Note: The rules and guidance below on official worksite and pay apply to General Schedule and other employees covered by title 5 locality pay, special rates, and nonforeign area cost-of-

living allowances. (See [5 CFR 531.605](#), [5 CFR 530.302](#), and [5 CFR 591.201](#).) For an employee under a pay system that is not covered by the title 5 locality pay, special rate, and nonforeign area cost-of-living allowance regulations, an employee's official worksite or duty station for location-based pay purposes must be determined based on the rules governing that pay system.

A General Schedule employee's locality rate is based on the location of the employee's "official worksite," as defined in 5 CFR 531.602 and determined under the criteria in [5 CFR 531.605](#). An agency must determine and designate the official worksite for pay purposes for a General Schedule employee covered by a telework or remote work agreement on a case-by-case basis using the following criteria:

- The official worksite for an employee covered by a telework agreement is the location of the agency worksite for the employee's position (the place where the employee normally reports for work on non-telework days), if the employee is scheduled to report physically at least twice each bi-weekly pay period on a regular and recurring basis to the agency worksite.
- The official worksite for an employee covered by a remote work agreement who is not scheduled to report at least twice each bi-weekly pay period on a regular and recurring basis to the agency worksite is the location of the remote worksite (i.e., alternative worksite), except in certain temporary situations.
- In the case of an employee whose work location varies on a recurring basis (e.g., mobile worker), the employee need not report at least twice each bi-weekly pay period to the agency worksite established by the agency as long as the employee is performing work within the same geographic area (established for the purpose of a given pay entitlement) as the employee's agency worksite. For example, if a mobile employee with a varying work location works at least twice each bi-weekly pay period on a regular and recurring basis in the same locality pay area for the agency worksite, the employee need not report at least twice each bi-weekly pay period to that agency worksite to maintain entitlement to the locality payment for that area.

OPM has prescribed regulations governing the locality pay program for General Schedule employees and other categories of employees to whom locality payments are extended. Those regulations ([5 CFR 531.602](#)) define a "telework agreement" as a formal oral or written agreement between a supervisor and an employee to permit the employee to work at an alternative worksite (i.e., telework) instead of the agency worksite. However, the subsequently enacted Telework Enhancement Act states that all telework agreements must be in writing and are mandatory in order for any employee to participate in telework. A written

telework agreement is particularly important when establishing an employee's approved alternative worksite and official worksite.

Pay During Temporary, Full-time Telework Arrangements

In certain temporary situations, such as an extended office closure or other operating status announcement, or where an evacuation order has been issued, a teleworker may be temporarily precluded from working at the agency worksite as normally required. In such situations, an agency may continue to treat the agency worksite as the official worksite of the General Schedule employee for pay purposes even though during the emergency period the employee is working full time from an alternative worksite and not working at the agency worksite at least two days per pay period. The agency may also permit an employee to telework full time without returning to work at the office twice per pay period and changing the employee's official worksite for pay purposes while the employee is temporarily recovering from an injury or other medical condition but is expected to return to a normal telework schedule upon recovery.

For additional information, please see [OPM Fact Sheet: Official Worksite for Location-Based Pay Purposes](#).

Terminating a Telework Agreement

Agencies may terminate an employee's telework agreement for any reason and at any time. An agency must terminate an employee's telework agreement:

- If the employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year (see 5 U.S.C. 6502(a)(2)(A)).
- If the employee has 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, including child pornography, on a Federal Government computer or while performing official Federal Government duties (see 5 U.S.C. 6502(a)(2)(B)).
- If telework diminishes employee or agency performance (see 5 U.S.C. 6502(b)(1)).
- If an employee does not comply with the terms of the written agreement (see 5 U.S.C. 6502(b)(3)).

When terminating a telework agreement, a supervisor should document the reasons for the termination. In the case of termination for diminution of employee or agency performance, the agency should document that the employee's teleworking directly and negatively impacts the employee's performance, or the performance of the work group/organization, and remediation can best be accomplished by terminating the telework arrangement.

Special Telework Situations

Reasonable Accommodation

Chapter 65 of title 5, United States Code, requires OPM provide policy and policy guidance for telework in the area of accommodations for employees with disabilities. (See 5 U.S.C. 6504(b)(1).) Reasonable accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to apply for a job, perform a job, or gain equal access to the benefits and privileges of a job. Reasonable accommodations are governed by section 501 of the Rehabilitation Act of 1973 (Rehabilitation Act) and applicable to Federal employees pursuant to the Americans with Disabilities Act (ADA). The ADA does not require an employer to provide a specific accommodation if it causes undue hardship, i.e., significant difficulty or expense.

Reasonable accommodation telework requests for qualified persons with disabilities are analyzed and evaluated under a different statutory authority than the agency telework policy. Managers should consult with the agency Reasonable Accommodation Manager and/or agency counsel when considering reasonable accommodation requests.

For more information, see the Equal Employment Opportunity Commission (EEOC) “[Work at Home/Telework as a Reasonable Accommodation](#)”.

Pregnant Workers Fairness Act and Telework

The [Pregnant Workers Fairness Act](#) (PWFA) requires a covered employer (including the Federal Government) to provide a “reasonable accommodation” to a qualified employee’s or applicant’s known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an “undue hardship.” The PWFA went into effect on June 27, 2023. See the EEOC regulations at [29 CFR Part 1636](#).

Under the PWFA, “limitations” are physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical condition. 29 CFR 1636.3(b) provides definitions for pregnancy, childbirth, or related medical conditions, including examples, but also states “the list is non-exhaustive.” A possible reasonable accommodation under the PWFA could include the establishment of either situational or routine telework. For more information, see the EEOC’s “[What You Should Know About the Pregnant Workers Fairness Act](#).”

Domestic Employee Teleworking Overseas

Domestic Employee Teleworking Overseas (DETO) is a U.S. Government Civil Service or Foreign Service employee assigned to a domestic position who is approved to telework from an overseas location for a limited period of time. DETO arrangements fall under the statutory

authority of the U.S. Department of State and may apply to any Federal employee. Federal employees are prohibited from teleworking from an alternative location outside of the continental United States without official approval from the employee's agency and the U.S. Department of State. See [Fact Sheet: Domestic Employees Teleworking Overseas \(DETO\) – Locality Pay](#) for additional information.

Telework In Lieu of Investigative Leave

Under 5 U.S.C. 6502(c) and 5 CFR 630.1503(c), agencies may require an employee to telework in lieu of investigative leave. Further, 5 CFR 630.1503(c)(2) provides that any voluntary telework agreement must be superseded as necessary to comply with an agency's action to require telework. This new authority allows an agency to keep an employee in a productive role contributing to an agency's mission without having to resort to placing the employee in a paid, non-duty status until an investigation is completed. Agencies are strongly encouraged to consider utilizing this authority after determining that the employee does not pose a threat and is otherwise eligible to telework. (See 5 CFR 630.1503(c).)

If an agency requires telework in lieu of placement on investigative leave, the agency must provide the employee with a written explanation regarding the required telework in lieu of placement on investigative leave. The written explanation must include the agency's determination under 5 CFR 630.1503(c)(1) and a description of the limitations of the required telework, including the expected duration of telework. Agencies should also consider whether to incorporate existing telework agreement requirements into the written explanation such as duty location, frequency and modes of communication, and work expectations.

IV. Remote work

Remote Work Fundamentals

Key Points:

- Remote work is performed at an approved alternative worksite without regularly returning to the agency worksite during each bi-weekly pay period.
- Generally, an agency should not approve remote work agreements unless authorized by a Governmentwide or agency-approved exemption or exception to in-person work consistent with OPM and OMB policy guidance or specific legal authority.
- Agencies are responsible for accurately capturing title 5 locality pay and other location-based pay entitlement determinations once an employee has entered into a remote work agreement.
- The remote work agreement should address the agency and employee requirements should the remote work arrangement be terminated (e.g., employee must report to agency worksite, or any agency relocation expense or severance pay obligations).

Remote work involves an employee performing his or her official duties at an approved alternative worksite away from the agency worksite, without regularly returning to the agency worksite during each bi-weekly pay period. There is no statute or law establishing remote work and remote work arrangements are not covered by the telework authority in 5 U.S.C. chapter 65. Generally, agencies should not approve employees to work remotely unless covered by an exemption or exception for in-person work authorized by agency policy consistent with applicable Presidential directives, OPM and OMB Governmentwide policy guidance, and laws or other legal authorities. (See Section II. Return to In-Person Work for more information and Section III. Telework – Special Telework Situations – Reasonable Accommodation.)

Agency Roles and Responsibilities

Agency heads are responsible for oversight of their agencies' remote work policies, processes, and operations. It is recommended that a member of an agency headquarters leadership team with direct access to the agency head (e.g., CHCO or similar-level official) oversee tracking and implementation of the agency's remote work program (similar to the agency TMO).

For consistency across organizations, agencies should establish a standard evaluation process for the determination of remote work eligibility for each position, consistent with the agency remote work policies and applicable Presidential directives, OPM and OMB Governmentwide policy guidance, and applicable laws, regulations, and other legal authorities. Additionally,

agency leaders must consider the broader organizational structure when determining what approval levels are most appropriate for remote work authorization (for example, a centralized review and approval process, with designated approving officials).

Agencies have the primary responsibility for determining and deciding how remote work policies and programs are designed and implemented. However, certain Federal human resource laws and regulations (including pay, leave, work schedules, and performance management) apply to an employee regardless of where an employee works.

Agency remote work policies and procedures should emphasize an agency's right to disapprove, terminate, or modify remote work agreements in writing at any time due to business reasons with reasonable notice. Expenses derived from management-directed decisions are the responsibility of the agency. In instances where a determination has been made by management to terminate or modify a remote work agreement to address performance or conduct issues, agencies should follow their established procedures.

Remote Work Policy Development

Agencies must follow all applicable Presidential directives, OPM and OMB Governmentwide policy guidance, and laws, regulations, and other legal authorities when establishing or revising their remote work policies.

Agency remote work policies should include a clearly defined process for determining whether to offer remote work for a given position, criteria for employee eligibility to participate in remote work, employee compliance with established remote work agreements, and roles and responsibilities of supervisors and program coordinators in overseeing remote work program accountability. Elements in the remote work policy could include guidance for approving requests for remote work, guidance for denying or terminating remote work agreements, remote worker expectations during the closure of the agency worksite, performance management, and other remote worker guidelines.

Remote Work Eligibility

Generally, agencies should not approve remote work unless an employee is covered by an exemption to in-person work (See Section II. Return to In-Person Work for more information). An employee who is excused from the full-time, in-person work requirement due to a disability, qualifying medical condition, or other compelling reason certified by the agency head and the employee's supervisor, may be eligible for remote work.

Remote work arrangements, where the employee lives within a reasonable commuting distance of the official agency worksite to which the employee is assigned, should also be an extremely narrowly-used exception, as authorized in applicable Presidential directives, OPM or OMB guidance, or law or other legal authority. Agencies should also closely consider the

nature of an employee's duties, an employee's performance level, and the impact on agency operations prior to approving an employee as eligible to work remotely. Agencies are encouraged to employ a cost-benefit analysis prior to approving a remote work arrangement. (See section on Remote Work Cost-Benefit Analysis for further information.)

Official Worksite

Certain location-based pay entitlements (such as title 5 locality payments, special rate supplements, and non-foreign area cost-of-living allowances) are based on the location of the employee's official worksite associated with the employee's position of record. The official worksite generally is the location where the employee regularly performs their duties and is generally documented as the employee's duty station on the employee's Notification of Personnel Action (Standard Form 50 or equivalent). Remote work arrangements, in which a General Schedule or other employee covered by title 5 locality pay, special rates, and nonforeign area cost-of-living allowances, does not report to the agency worksite at least twice each biweekly pay period on a regular recurring basis (and for which a temporary exception to this requirement has not been approved), will require a documented change in official worksite to the alternative worksite. Depending on the location, this change may impact the employee's pay and the agency's budget— positively or negatively. The change in official worksite thus may be a significant consideration when deciding to approve or deny a remote work arrangement. (See 5 CFR 531.605 and [OPM Fact Sheet: Official Worksite for Location-Based Pay Purposes](#).)

Remote Work Agreement

Agencies should consider creating standardized remote work agreements which could include the following specific terms and conditions:

- **Location of official duty station:** Agencies must verify that remote work agreements accurately align to the employee's reported duty station. In accordance with the *Guide to Processing Personnel Actions*, the official duty station is the location where the employee regularly performs his or her duties. An employee's official duty station is used to determine pay, reduction-in-force competitive area, travel reimbursement, and/or unemployment compensation. If the duty station is not aligned to where the remote work will be performed, then a Change in Duty Station (Nature of Action 792) or a General Adjustment (Nature of Action 894) action must be processed. Agencies are responsible for accurate title 5 locality pay and other location-based pay entitlement determinations for their employees and must adequately capture this information once an employee has entered into a remote work agreement.
- **Change of residence:** Specify that if an employee chooses to relocate for personal reasons to a different residence, either permanently or temporarily, he or she is responsible for

submitting a request to update the remote worksite agreement and obtaining approval before relocating to a worksite other than that listed in the agreement. Failure to do so may impact the employee's pay, to include an indebtedness to the government and may result in disciplinary action.

- **Requirements:** Outline any additional requirements (e.g., technology) beyond the prerequisites to remote work (e.g., training).
- **Expectations:** Specify the location of the approved remote worksite, location of the employee's official worksite/duty station for pay and other purposes, duties that must be performed, work or productivity reporting and oversight requirements, expected work hours and schedule, any expectations to occasionally work at an agency worksite and any travel expenses the agency will pay, and frequency and modes of communication (e.g., email vs. telephone, core hours for contact, speed for returning calls, and participation in video conferencing and other meetings).
- **Equipment and other expenses:** Determine and specify any Government furnished equipment and identify expenses that will be covered by the agency, employee, or shared.
- **Requirement to continue remote work during an office closure:** Specify that an employee on an approved remote work agreement is generally expected to continue work from his or her approved alternative worksite during any closure, delayed arrival, and early dismissal announcement of the agency worksite.
- **Fraud, waste, and abuse:** Include language that all employees have a responsibility to report fraud, waste, and abuse to the agency's Office of the Inspector General.
- **Termination/modification/reassignment:** Include language that the remote work agreement may be terminated by the agency at any time and the employee may be subject to management directed reassignments (either within or outside the local commuting area of the employee's remote worksite). The agreement should address the agency and employee requirements should the remote work arrangement be terminated (e.g., employee must report to agency worksite or any agency relocation expense or severance pay obligations).

In short, written remote work agreements should reflect and be consistent with applicable law, the agency's remote work policy, Presidential directives, and applicable OPM and OMB guidance. See Appendix 3 for a sample Remote Work Agreement.

Remote Work Cost-Benefit Analysis ¹

Agencies should conduct a formal and complete assessment of benefits and costs before establishing remote work policies and programs or approving a remote work arrangement for an employee. Agencies' remote work policies should include a requirement for routine, periodic reevaluations of such arrangements and the overall agency program to identify problems and improvements. Such analyses could include examining the following factors:

- Impact on agency operations, mission needs, and outcomes and goals, including remote worker productivity, performance, and conduct.
- Remote work approval processes for military and Foreign Service spouses, employees with disabilities or other qualifying medical condition, or employees for other compelling reasons provided in agency policies.
- Appropriateness of any agency established criteria allowing for remote work for other compelling reasons, including a periodic review of the need for remote work in each approved compelling reason identified in agency policies.
- Business impacts including agency real estate, equipment, and other business-related costs.
- Cost of terminating or adjusting remote work agreements based on changing workforce policies and mission needs, including relocation or workspace costs if an employee is directed to work at an agency worksite should the remote work agreement be terminated.
- Cost of any travel (periodic or otherwise) to the official agency worksite when it is outside of the local commuting area of an employee's official remote worksite, as well as the cost of travel to other locations where the employee is reasonably expected to travel from their official remote worksite as compared to travel costs from the official agency worksite.
- Employee compensation costs, such as from paying higher or lower locality pay rates associated with the remote worksite location instead of the official agency worksite.
- Audits of employee time and attendance, performance, compensation, and other factors associated with the remote work arrangements.

¹ In 2025 the Government Accountability Office (GAO) released the report, "Federal Remote Work: OPM Guidance Could Help Relevant Agencies Evaluate Effects on Agency Performance" ([GAO-25-107363](#)). In that report, the GAO recommended the Director of OPM should "issue guidance for agencies to assess the benefits and costs when offering remote work positions, including its effects on the mission and outcomes of the agency, employee recruitment and retention, and operational costs. (Recommendation 1)."

As a reminder, remote work programs, even when supported by a cost-benefit analysis, should be used only as a limited supplement to, and not a replacement for full-time, regular and recurring in-person work at agency worksites.

Training

Federal agencies should also adopt training requirements for remote work arrangements that are at least as rigorous as training provided to teleworkers, with any additional training that the agency believes is appropriate. (See Section III. Telework under Training for more information.)

Terminating a Remote Work Agreement

An agency may terminate a remote work agreement if the arrangement is negatively impacting on the employee's performance or agency operations or for business reasons. Terminating a remote work agreement presents special circumstances because the employee's remote worksite may not be within commuting distance of the agency worksite. When terminating a remote work agreement, agencies have the option to implement a management directed reassignment to the agency worksite or involuntarily separate the employee if the employee declines the management directed reassignment.

Management Directed Reassignment

When a remote work agreement is terminated, the affected employee may be offered a management directed reassignment to either report to an agency worksite within the employee's local commuting area or relocate to another agency worksite outside the employee's local commuting area.

If the employee accepts an offer or management directed reassignment by the agency to relocate, the agency may need to reimburse the employee for relocation costs if eligibility conditions are met in accordance with applicable General Services Administration [Federal Travel Regulations](#). If the employee declines to relocate to another agency worksite, management may propose the employee's removal for failure to accept the management directed reassignment in accordance with 5 CFR part 752, other applicable regulations, policies, and collective bargaining agreements. (See information on severance pay eligibility in certain situations below.)

Severance Pay

If a remote work employee is removed from Federal service based on a declination of a management directed reassignment to an agency worksite within the employee's current commuting area, the employee would generally not be eligible for severance pay. Such a removal would not be considered an "involuntary separation" under the severance pay regulations at 5 CFR 550.703.

If an employee is removed from Federal service based on a declination of a management directed reassignment outside the employee's current commuting area, it would be considered an "involuntary separation" (5 CFR 550.703) for reasons other than inefficiency for severance pay purposes, and an employee *may* be eligible for severance pay if all eligibility requirements are met. See [5 CFR part 551, subpart G](#).

However, an employee is ineligible for severance pay, and it is *not* considered an "involuntary separation," if the employee declines to accept the management directed reassignment outside the employee's commuting area when:

- The employee is subject to a written agreement (e.g., mobility agreement or remote work agreement) providing for such a reassignment or duty station change;
- The position description or other written condition of employment in effect and communicated to the employee when he or she accepted the remote work position provides for such a reassignment or duty station change;
- A written mobility requirement is added to the employee's position description, remote work agreement, or other written employment agreement after the employee is placed in a position, and the employee accepts an assignment outside the employee's commuting area after the mobility requirement is added, the employee will be considered to be subject to a mobility agreement and disqualified for severance pay if the employee declines another such reassignment.

If the employee meets the conditions for severance pay eligibility, the employee is entitled to severance pay computed under 5 CFR 550.707.

For additional information, please see OPM Fact Sheet: [Severance Pay](#) and [Frequently Asked Questions](#).

V. Additional Considerations for Telework and Remote Work

Agencies should consider the following additional areas when developing policies and executing agreements applicable to both telework and remote work:

- Information technology security
- Enterprise Human Resources Integration data reporting
- Performance management
- Records management
- Weather and safety leave
- Equipment and services

- Work schedules
- Fraud, waste, and abuse

Information Technology Security

Agencies should address information technology security in their telework and remote work policies. Regardless of the worksite, all employees must keep Government property and information safe, secure, and separated from their personal property and information.

Chapter 65 of title 5, United States Code, provides a list of security requirements (5 U.S.C. 6504(c)(2)):

- Control access to agency information and information systems.
- Protect agency information (including personally identifiable information) and information systems.
- Limit the introduction of vulnerabilities.
- Protect information systems used for teleworking that are not under the control of the agency.
- Safeguard wireless and other telecommunications capabilities used for teleworking.
- Prevent inappropriate use of official work time or resources that violates subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch by viewing, downloading, or exchanging pornography, including child pornography.

For more information on IT security for telework and remote work, agencies should consult the agency's [Chief Information Officer \(CIO\)](#).

Enterprise Human Resources Integration Data Reporting

To capture telework and remote work frequency across the Federal Government, OPM's Enterprise Human Resources Integration (EHRI) system has specific telework and remote work human resources and payroll data elements that agencies and shared service providers are required to code and report for each employee. These data elements provide for Governmentwide reporting of Federal employee participation in remote work, telework, and mobile work for workforce monitoring and analysis and agency compliance with applicable laws, regulations, Presidential directives, OPM and OMB Governmentwide policy guidance. The remote work data elements are distinct categories that should be coded separately from telework. EHRI-Human Resources has data elements for agencies to report remote and telework agreement type for each employee (if any). Agencies must also accurately report telework and remote work hours and instances to EHRI—Payroll. See Appendix 4 for additional information.

Performance Management

Effective performance management is important to the success of a telework or remote work program. Section 6502(b)(3) of title 5, United States Code, states that an agency's telework policy shall "provide that an employee may not be authorized to telework if the performance of that employee does not comply with the terms of the written agreement between the agency manager and that employee." In addition, 5 U.S.C. 6502(b)(1) requires an agency to "ensure that telework does not diminish employee performance or agency operations."

Performance standards for teleworkers and remote workers must be the same as the performance standards for employees in the same positions working in-person at an agency worksite. Management expectations for performance should be clearly addressed in an employee's performance plan. When an employee participates in telework or remote work, expectations related to accountability do not differ by virtue of the telework or remote work arrangement. Managers and supervisors should provide fair performance management for teleworkers and remote workers and the evaluation of an employee's performance should be based on factors such as accountability for results or quality of the work and should not be affected by whether an employee is working in-person, teleworking, or working remotely.

Records Management

Agencies should address records management in a telework or remote work environment. Chapter 65 of title 5, United States Code, requires OPM to consult with the National Archives and Records Administration (NARA) on "policy and policy guidance for telework in the areas of efficient and effective records management and the preservation of records, including Presidential and Vice-Presidential records." (See 5 U.S.C. 6504(b)(3)(C).)

According to [NARA's FAQ about Telework](#) and records management responsibilities in a telework environment, each employee has three basic obligations regarding Federal records:

- Create records needed to do the business of the agency, record decisions and actions taken, and document activities for which he or she is responsible.
- Care for records so that information can be found when needed by setting up directories and files, filing materials (in any format) regularly and carefully in a manner that allows safe storage and efficient retrieval when necessary.
- Carry out the disposition of records under his or her control in accordance with agency records schedules and Federal regulations.

Employees must protect Government records, including Personally Identifiable Information (PII) and sensitive, non-classified data, from unauthorized disclosure or damage and must comply with the Privacy Act of 1974, 5. U.S.C. 552a. Every employee must

also follow agency-specific policies for managing records. For more information on Federal records management, please refer to the [NARA Records Management](#) website.

Weather and Safety Leave

A form of administrative leave called weather and safety leave is codified at [Chapter 63](#) of title 5, United States Code. (See 5 U.S.C. 6329c). Under [5 U.S.C. 6329c](#) and [5 CFR part 630, subpart P](#), agencies should not provide weather and safety leave to a telework participant who is able to work safely at an approved alternative worksite during severe weather or other emergency situations. OPM's weather and safety leave regulations state that, except in limited circumstances, "employees who are participating in a telework program and are able to safely travel to and work at an approved telework site may not be granted" weather and safety leave. (See 5 CFR 630.1605(a).) Agencies should establish parallel requirements for remote work participants under the terms of their remote work agreements.

For additional information on weather and safety leave, please see OPM's [Governmentwide Dismissal and Closure Procedures](#).

Equipment and Services

All employees under a telework agreement or remote work agreement must be aware that any Government equipment and supplies provided to an employee remain the property of the U.S. Government. The Government furnished equipment must be managed and disposed of in accordance with Governmentwide and agency specific policies and guidance. Agencies have the discretion to determine what equipment and services will be provided by the agency and what equipment and services will be the responsibility of the employee.

Work Schedules

Work schedules should be clearly defined for teleworkers and remote workers with established working hours. Agency work schedule policies should provide clear guidance on when to track official hours of work, including bona fide and official breaks and unpaid meal periods. If an employee will not be available during established working hours, the employee should notify his or her manager or supervisor requesting a period of absence (paid or unpaid). Employees are responsible for accurately reporting their working hours on timecards, including any appropriate telework or remote work hours.

For additional information, please see OPM's [work schedule](#) guidance.

Fraud, Waste, and Abuse

All employees have a responsibility to report fraud, waste, and abuse to the agency's Office of the Inspector General.

VI. Appendices

Appendix 1: Sample Situational Telework Agreement

The telework agreement form below is a basic situational telework template that can be tailored to match an agency's needs. Generally, a situational telework agreement could also include:

- A listing of an agency's policies and expectations for telework and a signature indicating understanding and agreement to abide by those policies.
- Language that the employee is required to telework when Federal offices are closed.
- Any other policy, provision, or aspect of the agreement that the organization or supervisor feels should be put in writing.

Situational Telework Request/Agreement

Date/Reason for Request: <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Annual Review	Proposed Start Date:
Employee's Business Telephone:	Employee Telework Worksite Telephone (if applicable): Location of Telework Site (address):
<p>Situational Telework. The agency head (or designee), in his or her sole and exclusive discretion, shall establish appropriate policies and procedures concerning the use and approval of situational telework allowed under this agreement. Note: Situational telework includes the ability to perform unscheduled telework pursuant to operating status announcements or other emergencies.</p>	
<p>Unscheduled Telework. A telework program participant must perform telework during certain emergency situations to include specific operating status announcements. Generally, telework program participants cannot be provided weather and safety leave and must perform work or take time off when Federal offices are closed. See OPM's Governmentwide Dismissal and Closure Procedures for additional guidance.</p>	
<p>(Employee should save the request/agreement form under a new file name (e.g., Jane Doe Telework Agreement) and email request/agreement to their supervisor)</p>	

Supervisor Approval: <input type="checkbox"/> Approve (which may include working with employee to modify request as applicable to mission accomplishment) <input type="checkbox"/> Disapprove (If disapprove, indicate reason(s)) Date of Decision:	Reason for disapproval (if applicable):
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By signing this agreement, the employee acknowledges that he or she is expected by law to telework during their regular tour of duty in accordance with agency policy and on a day when Federal offices are closed (e.g., major snowstorm, hurricane, interruptions in transportation), even if that is a day without specific situational telework approval. Employees who cannot perform their duties on such a day must request leave (or other time off).

Supervisor's Signature

Date (mm/dd/yyyy)

Employee's Signature

Date (mm/dd/yyyy)

Appendix 2: Sample Routine Telework Agreement

The telework agreement form below is a basic routine telework template that can be tailored to match an agency's needs. Generally, a routine telework agreement could also include:

- A listing of an agency's policies and expectations for telework and a signature indicating understanding and agreement to abide by those policies.
- Language that the employee is required to telework when Federal offices are closed.
- Any other policy, provision, or aspect of the agreement that the organization or supervisor feels should be put in writing.

Routine Telework Request/Agreement

Date/Reason for Request: <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Annual Review	Proposed Start Date:
Employee's Business Telephone:	Employee Telework Worksite Telephone (if applicable): Location of Telework Site (address):
Routine Telework. The agency head (or designee), in his or her sole and exclusive discretion, shall establish appropriate policies and procedures concerning the use and approval of routine telework allowed under this agreement. Note: Routine telework includes the ability to perform unscheduled telework pursuant to operating status announcements or other emergencies.	
Unscheduled Telework. A telework program participant must perform telework during certain emergency situations to include specific operating status announcements. Generally, telework program participants cannot be provided weather and safety leave and must perform work or take time off when Federal offices are closed. See OPM's Governmentwide Dismissal and Closure Procedures for additional guidance.	
(Employee should save the request/agreement form under a new file name (e.g., Jane Doe Telework Agreement) and email request/agreement to their supervisor)	
Supervisor Approval: <input type="checkbox"/> Approve (which may include working with employee to modify request as applicable to mission accomplishment) <input type="checkbox"/> Disapprove (If disapprove, indicate reason(s)) Date of Decision:	Reason for disapproval (if applicable):

By signing this agreement, the employee acknowledges that he or she is expected by law to telework during their regular tour of duty in accordance with agency policy and on a day when Federal offices are closed (e.g., major snowstorm, hurricane, interruptions in transportation), even if that is a day without specific unscheduled telework approval. Employees who cannot perform their duties on such a day must request leave (or other time off).

Supervisor's Signature

Date (mm/dd/yyyy)

Employee's Signature

Date (mm/dd/yyyy)

Appendix 3: Sample Remote Work Agreement

The remote work agreement form below can be tailored to match agency's needs. Generally, a remote work agreement would also include provisions such as:

- Agency policies and expectations for remote work and a signature indicating understanding and agreement to abide by those policies.
- Remote work schedule.
- Technology used to facilitate the remote work.
- Any other policy, provision, or aspect of the agreement that the agency feels should be put in writing

Remote Work Request/Agreement

Date/Reason for Request: <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Annual Review	Proposed Start Date:
Location of Official Worksite (full address): Note: Official worksite is used to determine pay, RIF competitive area, travel reimbursement, and/or unemployment compensation.)	Employee's Work Phone:
Assignments and Communication: [This includes work assignment clarification related to remote worksite, agreements on office communication, checking voice mail and email, or contacting the supervisor.]	
Employee's approved work schedule:	
Supervisor Approval: <input type="checkbox"/> Approve (which may include working with employee to modify request as applicable to mission accomplishment) <input type="checkbox"/> Disapprove (Reason for disapproval, if applicable). Date of Decision:	

By signing this agreement, the employee acknowledges that he or she is expected by law to work during their regular tour of duty in accordance with agency policy and on a day when Federal offices are closed (e.g., major snowstorm, hurricane, interruptions in transportation. Employees who cannot perform their duties on such a day must request leave (or other time off).

Supervisor's Signature

Date (mm/dd/yyyy)

Employee's Signature

Date (mm/dd/yyyy)

Appendix 4: Telework/Remote Agreement Type

Agencies must verify telework and remote work hours and instances data is captured correctly in time and attendance and payroll systems using the following payroll data elements for OPM-required reporting to EHRI Payroll:

- Situational Telework Hours in Pay Period
- Situational Telework Instances in Pay Period
- Routine Telework Hours in Pay Period
- Routine Telework Instances in Pay Period
- Remote Work Hours in Pay Period
- Remote Work Instances in Pay Period

Agencies must verify telework and remote work arrangement type codes are correctly recorded in human resources systems for each employee using the following human resources data elements for OPM-required reporting to EHRI HR:

Definition:	Indicates the type of remote or telework arrangement employee has with the employing agency
Data Format:	Text_F
Data Length:	2
Applicability:	Enterprise Human Resources Integration, Status Feed
Notes:	<p>Telework refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.</p> <p>Remote work is an alternative work arrangement that involves an employee performing their official duties at an approved alternative worksite away from an agency worksite, without regularly returning to the agency worksite during each pay period.</p>
Valid Values:	Current Values

Current Values

RW	Remote Work Agreement – A written agreement in which an employee is scheduled to perform their work at an alternative worksite and is not expected to report to an agency worksite on a regular and recurring basis. A remote work agreement requires a change in duty station to the alternative worksite (e.g., home).
TF	Frequent Routine Telework Agreement – A written telework agreement that occurs as part of an ongoing regular schedule 3 or more days per pay period, but not every workday (e.g., remote work).
TP	Periodic Routine Telework Agreement – A written telework agreement that occurs as part of an ongoing regular schedule 1-2 days per pay period.
TS	Situational Telework Agreement – A written telework agreement that is approved on a case- by-case basis and the hours worked are not part of a previously approved, ongoing, and regular telework schedule. Examples of situational telework include telework as a result of inclement weather, doctor appointment, or special work assignments. Situational telework is sometimes also referred to as episodic, intermittent, unscheduled, or ad-hoc telework.
MW	Mobile Work Agreement – A written agreement supporting work that is characterized by routine and regular travel to customer or other worksites as opposed to a single authorized alternative worksite. Examples of mobile work include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).
NN	Non-teleworker – An employee who is ineligible or who chooses to not participate in the agency's telework program.



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