

Kalamazoo Valley Telecommuting/Remote Work Activity Log			
Name			
Job Title		Department	

Employees approved for a work from home assignment must complete the following activity log each week and submit it to their supervisor. When completing the activity log, employees should indicate the day of the week, the activity or project and the time that was spent on the activity/project.

If the employee had leave time approved or are sick on a day that they are telecommuting, they should indicate that on the log as well. All leave time (vacation or sick) will require that the employee complete the Request for Approved Absence form.

Employee Name	
Day of Week	
Work Hours	Activity Indicate the activities or projects in which your time was directed

