

REMOTE WORK SCHEDULE

Employee: _____ | Department: _____

Week Of: ____ / ____ / 20__

MONDAY

REMOTE

Core Hours:
9am-5pm

TUESDAY

IN-OFFICE

Location:
HQ-L4

WEDNESDAY

REMOTE

Core Hours:
9am-5pm

THURSDAY

IN-OFFICE

Location:
HQ-L4

FRIDAY

REMOTE

Core Hours:
8am-4pm

Deliverables & Key Meetings:

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Additional Comments / Sync Requirements:

Confidential Internal Document - Generated for Corporate Resource Planning