

**Teleworking Work Log for Classified Employees**

|  |  |  |
| --- | --- | --- |
| Employee Name: | SID: | Date: |

Remember, meal period requirements are triggered by more than five hours of work. If you work over five hours, you are required to take at least a 30-minute unpaid meal break, and should be scheduled as close to the middle of the work shift as possible. Meal periods and breaks should be followed per Article 7 of the collective bargaining agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Day of Week** | **Date** | **Describe detail of work performed during this time** | **Total Hours** |
| *Monday* | *9/8/16* | *Recalculated Jane Doe’s contract, updated adjusted contract info in PPMS, sent an email to Amy in Payroll with contract adjustment detail and prepared correspondence for Jane with a copy for the employee file.* | *1.5* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |