**Instructions**:

***Non-Exempt*** employees approved for remote work, must complete the following log each week and submit it to their supervisor. When completing the activity log, employees should indicate the day of the week, the activity, and the time that was spent on the activity/project:

***Exempt*** employees approved for remote work must complete the following log for each week and submit it to their supervisor. When completing the activity log, a summary of the activity and time spent on the activity/project is acceptable.

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| Employee Name  Remote Work Log | | | | | |
| **Day** | **Date** | **Time In** | **Time Out** | **Total Hours** | **Task/Assignment/Project Completed** |
| ***Non-Exempt***  ***EXAMPLE:***  *Monday* | *EXAMPLE:*  *3/30/20* | *8:00 a.m.* | *9:00 a.m.* | *1* | *Checked voicemail; checked e-mail, participated in Daily Huddle Call with supervisor and colleagues* |
| ***Exempt***  ***EXAMPLE:***  *Monday* | *EXAMPLE:*  *3/30/20* | *8:00 a.m.* | *5:00 p.m.* | *8* | *Checked voicemail; checked e-mail, participated in Daily Huddle Call with supervisor and colleagues, worked on X project (\*\*Summarized list of assignments/tasks/projects is acceptable).* |
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