

### CCB Work Week Plan

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Week of: \_\_\_\_\_

**Work hours**

Telework # hours \_\_\_\_\_

In office # hours (assuming we are open) \_\_\_\_\_

Take Leave # hours \_\_\_\_\_

*\* Supervisors and employees should work together if changes need to be made to work hours*

**Work plan for telework this week:** (Options for telework assignments could include: perform regular job duties, preparing for summer session and fall, special projects, online trainings, etc.)

**Additional IT needs and plan to obtain:**

**Communicate expectations for next check-in:**

**How I will be accessible:** (email/phone/zoom/etc)