

State of California – Department of Fish and Wildlife
TEMPORARY OUT-OF-STATE TELEWORK AGREEMENT
 DFW 291 (REV.03/28/22)

Note: As a general practice, temporary out-of-state telework approvals will be limited up to 30 days. In extraordinary circumstances, CDFW may approve an extension beyond 30 days.

EMPLOYEE INFORMATION							
Employee Name: (Last, First, Middle Initial)					Position Number:		
Phone Number:		<input type="checkbox"/> Employee agrees to be reachable by phone or Microsoft Teams during their assigned work hours.					
Assigned Work Address:					State:		Zip:
Temporary Out-Of-State Address:					State:		Zip:
Employee's Agreed Upon Out-of-State Telework Schedule:				Temporary Telework Agreement Effective Start Date:			
	M	T	W	TH	F	S	S
Start							
End							
Notes on Work Schedule:				Temporary Telework Agreement Effective End Date:			
Notes on Work Schedule:				Technology and Equipment: (Please provide equipment description) 1. 2. 3.			
REASON FOR REQUESTING TEMPORARY OUT OF STATE TELEWORK							
<input type="checkbox"/> Justification or other substantiation record is attached							
Employee Signature:						Date:	
APPROVALS							
Receiving Executive Manager:		<input type="checkbox"/> Approve <input type="checkbox"/> Deny		If denied, reason for denial (Below):			
Executive Manager Signature:						Date:	
Human Resources Branch Chief:		<input type="checkbox"/> Approve <input type="checkbox"/> Deny		If denied, reason for denial (Below):			
Human Resources Branch Chief Signature:						Date:	