

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	Temporary Telework Agreement Effective End Date:	
Start								
End								
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	