WORKING FROM HOME

**HOURS OF WORK**

**CHECKLIST**

|  |  |
| --- | --- |
| Checkmark | **CHECKLIST ITEM** |
|  | Overtime or time off has been approved |
|  | Back-up / support arranged in my absence for medical appointment or childcare |
|  | Communicated change of work hours to manager |
|  | Communicated change of work hours to colleagues |
|  | Communicated appointment absences to manager |
|  | Communicated appointment absences to colleagues |
|  | Taking scheduled breaks |