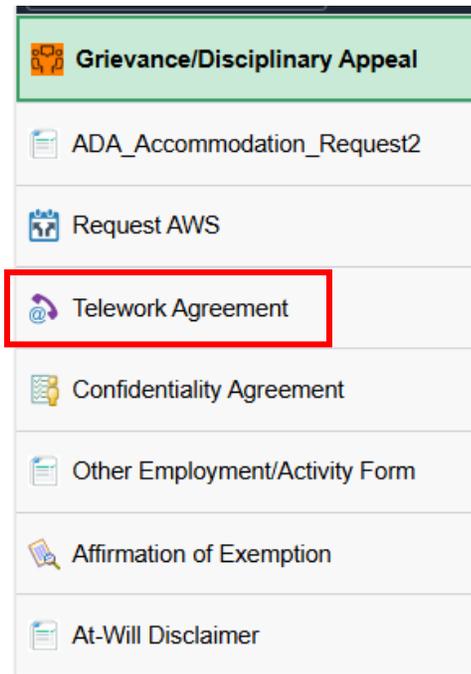


Employee can navigate to Telework Agreement using these breadcrumbs:

Drop Down MDJ My Page – Employee Self Service

Employee HR Forms

Telework Agreement



Empl ID 000024191 CODY WIPPRECHT Add Attachment

Location Code MJC02 MD Judicial Center

Telework Begin Date 05/14/2025

Request cannot exceed (6) months for employees serving a probation. Request cannot exceed (12) months for all other employees. Approval is at the discretion of the Administrative Head.

*Telework End Date

Telework end date should include the day of your Telework and may overlap into the following pay period after your year end. Ex. Start date 7/26/2023, end date 8/6/2024.

*Average Day(s)/week

Standard Hours 40.00

Schedule ID STD_800430_HH

*Day(s) of the Week Monday: Tuesday: Wednesday: Thursday: Friday: Floating Day:

Ad Hoc:

Ad hoc Telework may be authorized by an Administrative Head to address short-term, temporary, non-recurring circumstances. Ad hoc Telework is not a substitute for a regular telework schedule and should only be checked if the employee is not a regular teleworker.

*Standard Lunch Time

*Telework Address 4262 Cayuga Rd, Randallstown, MD

*Phone Number During Business Hours

Justification

[Policy on Telework](#)

[Telework Tip Sheet](#)

If this is your first time submitting a Telework Agreement or you have a new position/location/supervisor, you must submit a signed Telework Plan that is approved by your Administrative Head.

I affirm by submission that I have read and understand the provided Policy on Telework and the Telework Plan.

Submit

Enter **Telework End Date** (End of a Pay Period). Select the magnifying glass to open a list of dates.

Enter **Average Days/Month**- number of days in the month.

Click on the days of the week you will be teleworking. NOTE: If Ad Hoc is selected, no other days can be selected, and vice versa.

If it is your first time filling out a Telework Agreement, or you have switched positions/locations/supervisor, you will need to attach the Telework Plan.

Click **Add Attachment**.

Click **Browse** to find the Telework Document PDF.

Click **Upload** to upload the document selected to your Telework Request.

Click **Submit**.

Teleworker Agreement



[Return to Search](#) [Previous in List](#) [Next in List](#)

You can check the Approval status of your Telework Agreement at any time. Navigate to the bottom of the Telework Agreement to see where it is in the approval process.