**Telecommuting Policy**

**[Business Name]**

1. **Overview**.
All employees at [Business Name] will have the opportunity to telecommute for a maximum of [x]% of their scheduled work time if they desire to. However, any employees who demonstrate an inability to work independently or who display a decrease in performance while telecommuting may have their alternative work privileges revoked.
2. **Approval process.**Any employee wishing to telecommute must first have their schedule approved by a Manager. A request can be submitted via email or in-person. Approval will be subject to the following conditions:
	1. [Condition 1]
	2. [Condition 2]
	3. [Condition 3]
3. **Time management**.
Telecommuting employees will be responsible for tracking their work time using [name of time-tracking software]. Failure to track time accurately may result in a loss of pay as compensation for unaccounted time cannot be released.
4. **Informal telecommuting**.
All employees have automatic approval to telecommute during the course of business travel. As this is a temporary and informal telecommuting arrangement, it does not constitute ongoing approval to telecommute.
5. **Overtime**.
The use of overtime hours while telecommuting is not permitted. Any employees who log overtime hours while telecommuting may be subject to immediate termination.
6. **Miscellaneous**.
[Add any other conditions, rules, or exceptions that apply to your telecommuting policy.]