Definitions of Telework

**Telework**
An arrangement for employees and managers to work remotely from the office. Telework employees can work from a home office, telework center, a hotel, airport, or satellite office located closer to his or her home. Telework can be done on a permanent basis, temporarily, or with a formal or informal arrangement.

**Teleworker**
An employee who works away from his/her central workplace all or part of the workweek, either at home or another designated or approved alternate work location.

**Central Worksite**
An employee’s work headquarters or official duty station where he/she would normally report to work if not teleworking.

**Alternate Work Location**
Approved work sites that include the employee’s home or telework centers where official business is performed.