

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.

