**Selecting the right Telework Arrangement**

**Regular and Recurring Telework:**Often referred to as *routine* remote work, it is an arrangement under which an employee performs *scheduled* work at an approved alternate worksite.

Examples include, but are not limited to:

* An employee’s agency worksite is Washington, DC, and they are approved to work remotely out of their home in Baltimore, MD. The employee’s official duty station is now Baltimore (not Washington, DC), they work from their home, and they do not report to the agency worksite on a regular and recurring basis.

**Situational Telework:**Often referred to as *ad-hoc* telework, it is an arrangement under which an employee performs *unscheduled*work at an *approved* alternate worksite on a case-by-case basis as the need arises.

Examples include, but are not limited to:

* an employee with a short-term need for uninterrupted time to complete work on a complex project
* an employee with dependent care responsibilities
* an employee recovering from illness or an injury who is able to perform work, but temporarily unable to physically report to the agency worksite
* an employee who opts for unscheduled telework when OPM announces the Federal Government operating status, in the area of the employee’s agency worksite, as "Open with Option for Unscheduled Leave or Unscheduled Telework”

**Difference between regular and situational arrangement**

* The regular remote worker works from their home 100% of the time and their official duty station is their home.
* The ad hoc teleworker would be required to report to the agency worksite at least 2 times per pay period and their official duty station is the agency