

* Flexibility in schedules allows employees an opportunity to use their time more effectively, resulting in increased productivity
* More time for activities like fitness routines, hobbies, and meal prep have a positive effect on your mental and physical health
* A reduced commute helps with less wear and tear on your car, less gas, less traffic (Hello mental health!) and is environmentally friendly!
* Boost in morale and satisfaction translates to a happier you, reduced stress, and independence
* Increased work-life balance by taking care of small household tasks during quick breaks

**Benefits of Telework**

* You must have completed at least **one year** of service (includes 12-month probationary period within your *current position*)
* Your position **cannot** be a Direct Service Position (e.g. supervisors, nurses)
* Your assigned tasks/duties must be able to be performed consistently off site, on a regular weekly/bi-weekly basis, to be *considered*
* Your position must be designated as “Telework Eligible” and can be confirmed with your direct supervisor
* Approved agency Telework schedules (including approved alternative schedules) *may not* exceed more that 40% (2 days) of work scheduled to be performed via Telework

**Telework Eligibility**

* Bullet point for HR email
* Bullet point for link to PM
* The SharePoint site to fill out a request can be found at [Telework Request Form](https://fairfaxcounty.sharepoint.com/teams/HD/Apps/Telework?xsdata=MDV8MDF8fDU4NWUxY2JkNDc4NDQ5MjhkNGFjMDhkYTI4NGJkMTE3fGEyNjE1NmNiNWQ2ZjQxNzI5ZDdkOTM0ZWIwYTdiMjc1fDB8MHw2Mzc4NjY2MDMzMjIwMDQ2NTJ8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TkRabU56SmxORE10TlRCbFlTMDBaV0ptTFdKa1pUSXRNbU5rWmpFM1l6TTNaakZsWDJZME1HTTFPV1V4TFRrd01tRXROR05tTXkxaVpqVXdMVGRpT1daak5USXlNVE16TmtCMWJuRXVaMkpzTG5Od1lXTmxjdz09fHw%3D&sdata=ck9QYUVIL1JXMklTczZ1TDFUVTNLQy9Xc1N0S0hFVUl2clF0NU1MVnR3ST0%3D&ovuser=a26156cb-5d6f-4172-9d7d-934eb0a7b275%2CDany.Garcia%40fairfaxcounty.gov&OR=Teams-HL&CT=1651078016222&params=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA0MDExMTQwOSJ9)
* Contact your direct supervisor if you have further questions
* Bullet point for other resources

**HD Resources**