Name: $\qquad$
Title:

## Work schedule

| Day | Hours | Remote |
| :--- | :--- | :--- |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

Employees working remotely are accessible by phone or email during office hours

Work phone number:
Email address:

