

**UPDATE TO POLICIES AND PROCEDURES
FOR TELEWORK IN VA HANDBOOK 5011**

1. **PURPOSE:** The purpose of this Notice is to announce revised policies and procedures for telework. Compliance with this policy will be documented using the VA Form 0740, Telework Request/Agreement (or the electronic equivalent), outlining the terms and conditions of a telework arrangement. Virtual work arrangements are also documented on the VA Form 0740 and subject to the terms and conditions of this Notice.
2. **POLICY:** The mission of the Department requires National Capital Region (NCR) employees with telework agreements to be on-site at least five days per biweekly pay period. The National Capital Region (NCR) is defined as the VA headquarters buildings located in the Washington, DC, area at the following locations: 810 Vermont Avenue, NW; 811 Vermont Avenue, NW; 1575 I Street, NW; 801 I Street, NW; 425 I Street, NW; 1100 First Street, NE; 1800 G Street, NW, and 7100 Landover Road, Landover, MD. NCR employees on virtual work agreements will report to the VA facility to which they are assigned at least five days per biweekly pay period. Regular and recurring telework for positions aligned to the NCR are defined as an approved telework schedule where eligible full-time employees work at an alternative worksite on a regular, recurring basis and report to the agency worksite no less than five days per biweekly pay period. This policy does not apply to the Washington DC VA Medical Center or VA employees located in the Washington, DC locality pay area who perform work directly providing or supporting the delivery of services and benefits to Veterans as determined and approved by the Under Secretaries, Assistant Secretaries or Other Key Officials.
 - a. For part-time employees, the five-day reporting requirement is prorated based on the number of regularly scheduled workdays in a biweekly pay period (e.g., an employee working 6 days per biweekly pay period must report to the agency worksite a minimum of 3 days per biweekly pay period).
 - b. Employees may be on an alternative work schedule and participate in telework. However, employees on compressed work schedules who have the basic work requirement scheduled for less than 10 workdays must maintain an onsite presence at the agency worksite that allows for half of the employee's total workdays to be spent at the agency worksite per biweekly pay period.
 - c. Employees on telework agreements may work overtime (e.g., time in excess of the prescheduled and authorized tour of duty) when ordered and approved in advance by the supervisor. Employees are not required to work half of their overtime hours at the agency worksite. Overtime may be worked at the agency worksite or alternative worksite.
 - d. Per VA Handbook 5011 and VA Form 0740, supervisors are encouraged to support employees with flexibility when employees request to change their scheduled telework days in a particular week or biweekly pay period consistent

with mission requirements. Telework arrangements must be documented in the VA Time and Attendance System (VATAS).

- e. Telework as a reasonable accommodation for employees with qualifying disabilities is covered under VA Handbook 5975.1.
- 3. **RESPONSIBLE OFFICE:** Office of Human Resources and Administration/ Operations, Security, and Preparedness (HRA/OSP) (006), Office of the Chief Human Capital Officer (OCHCO) (05), Worklife and Benefits Service (058).
- 4. **RELATED HANDBOOK:** [VA Handbook 5011, Hours of Duty and Leave](#), dated December 22, 2022.
- 5. **RESCISSION:** This Notice will be rescinded, and guidance incorporated into VA Handbook no later than one year after the date of publication.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
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