Personal teleworking agreement

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| Name of the employee | Civic registration number |
| Remote workplace address | |
| Manager | Department |
| Main place of work, address | |
| Duration and termination The agreement shall apply from       and until further notice.  The agreement shall be valid for an indefinite period subject to a period of notice by either party of 7 calendar days. In case of failure to comply with the terms, the contract may be terminated at any time with immediate effect. If the contract is terminated, the employee shall return to the main place of work. | |
| Scope Teleworking shall apply to a maximum of       day(s) per week, a maximum of       days per month, or for the following day(s) each week:  Alternatively, teleworking shall apply to a maximum of       percent of the total working time. | |
| Working time Working time applies under the central collective agreement of pay and benefits and local agreements. | |
| Availability The employee shall be available by telephone, e-mail, etc. during normal working hours. | |
| Tasks Tasks shall be performed according to the instructions of the responsible manager. | |
| Health and safety The employee shall inform the manager responsible of any occupational risks arising at the remote workplace.  In the event that an employee suffers from occupational health problems due to teleworking, they must return to work on the KI premises. | |
| Equipment The employee shall be responsible for ensuring that no unauthorised person has access to the remote workplace and associated equipment.  The worker shall not be entitled to the reimbursement of costs incurred in connection with teleworking other than those previously approved by the employer.  The following equipment (if any) has been signed for by the employee and installed at the remote place of work. | |
| Reimbursement of travel expenses The employee is not entitled to compensation in connection with journeys between his/her remote and main place of work. | |

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| Electronic signature on the next page | |
| Immediate manager  …………………………………………………………………………… | The employee  ……………………………………………………………………… |
| A signed copy of this agreement has been given to both immediate manager and employee. | |