S M A R T W O R K I N G

Report for (date) \_\_\_\_\_\_\_

|  |  |
| --- | --- |
| FIRST AND LAST NAME |  |
| Unit: |  |
| Supervisor: |  |

Being aware that for job duties performed under the smart working scheme my work schedule remains unchanged with respect to my contract and that, hence, I am not entitled to longer or different work schedules, I hereby state that I have performed the following activities as per the objectives agreed upon with my immediate Supervisor: