

State Administrative and Accounting Manual

25.45 Teleworking

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25.45.10 Commute Time

Aug. 1, 2023

An employee's regular commute time or travel between the <u>official residence</u> and <u>official workstation for</u> <u>travel reimbursement</u> is not compensable. If an employee is directed to report to an agency work site, the agency must notify the employee to report to their assigned agency work location no later than the end of the employee's previous work shift. If the notification is not provided within this timeframe, the employee's time to commute may be compensable.