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### Work Options for Return to Campus Plan

Georgia Southern University

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# Work Options for Return to Campus Plan

Please note: Any leave provided under the Families First Coronavirus Response Act (FFCRA) is set to expire on December 31, 2020 unless extended by the Federal Government.

The following chart describes options available to an employee based on different conditions that may apply. As a reminder, all leave must be approved by an employee's immediate supervisor and subject to standard policies and processes.

**Employee is out or unable to return to campus as scheduled in the Initial Return to Campus Plan due to...**

## Work Schedule Options/Leave Options

(options/leave are generally used in the order listed)

Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19

- Accrued Leave
- FMLA (if applicable)
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

Employee has been advised by a healthcare provider to self-quarantine due to COVID-19 symptoms

- Accrued Leave
- FMLA (if applicable)
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

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Employee needs to obtain a medical diagnosis or receive care related to COVID-19 symptoms

- Accrued Leave
- FMLA (if applicable)
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

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Employee has to care for an individual who is quarantined

- Accrued Leave
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

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To care for son or daughter whose school or child care provider is **closed or unavailable**

- Accrued Leave
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

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To care for an at-risk family/household member

- Return to work with CDC safety measures in place
  - FMLA (if applicable)
  - TELEWORK/FLEXTIME REQUEST (if eligible and approved)
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Employee's own personal illness or injury, unrelated to COVID-19 (employee needs leave due to unrelated illness or injury or was already on leave when new forms of leave were added)

- FMLA (if sick for more than three days or to care for a family member with an injury or illness unrelated to COVID-19)

- Accrued Sick Leave

- Accrued Annual Leave

- Accrued Compensatory Time (if non-exempt and comp time exists)

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Employee's own personal leave plans, unrelated to COVID-19 (employee is taking leave for an event unrelated to COVID-19; annual leave had already been planned and employee will continue with plans)

- Accrued Compensatory Time (if non-exempt and comp time exists)

- Accrued Annual Leave

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## Employees deemed at-risk by the Centers for Disease Control (CDC)

Employees who are in an at-risk category as defined by the [Centers for Disease Control](#) may request a temporary accommodation under the American's With Disabilities Act. In order to request an accommodation, complete the [ADA Accommodation Request Form](#) and submit it to [hrservice@georgiasouthern.edu](mailto:hrservice@georgiasouthern.edu). Employees are not required to disclose medical information to supervisors. This information is maintained within Human Resources.

## Employees with at-risk household or family members

Employees concerned about contact with an at-risk household or family member are not generally covered by the Americans with Disabilities Act, but may have other options available. The employee should first have a discussion with their supervisor about what is being done to mitigate the risks in the workplace through appropriate social distancing measures and other CDC guidance for workplace safety. Employees who are a caregiver to a family member may qualify for Family Medical Leave/Families First Coronavirus Response Act (FFCRA) leave. Contact Human Resources to request the use of this leave. For information on being a caregiver under FML, click [HERE](#).

If a position is eligible for a Telework/Flextime Agreement, the employee may request to utilize this option. Under existing policy, telework is not guaranteed for any employee and approval of an agreement does not imply approval of subsequent requests. As we move toward expanded in-person instruction and services for Spring semester, there is an expectation that employees return to campus to support student success and engagement, while maintaining CDC guidelines. Managers should continue to evaluate and consider the current business benefit, if any, for telework before entering into or renewing an agreement with an employee. To begin the process of reviewing the availability of this option, the employee should complete the [Telework/Flextime Request Form](#) and submit it to [hrservice@georgiasouthern.edu](mailto:hrservice@georgiasouthern.edu). Agreements are reviewed for renewal in 90-day increments.

## Guidance for Parents of School-Aged Children

The University recognizes the unique circumstances of parents of school-aged children. We are monitoring the situation closely and University leadership meets regularly with leadership of the local school systems to stay abreast of plans.

Some school systems impacting our employees are offering a choice of in-person instruction or virtual education. As such, choosing to keep your children at home for virtual education is generally not covered under any protected leave.

Employees opting for virtual education for their children when the school is open for in-person instruction, may be eligible for a telework or flextime agreement. As a reminder, telework is not a substitute for childcare and it is reasonable for the institution to ask for evidence of appropriate

child care during working hours. The employee should be fully engaged in work during work hours. Telework and flextime is an employee privilege, not an employee right. Also, not all positions are eligible for telework or flextime. Please review the [telework policy](#) to understand the requirements of this arrangement.

There are no changes being made to the telework request and approval process at this time. As we move toward expanded in-person instruction and services for Spring semester, there is an expectation that employees return to campus to support student success and engagement. Under existing policy, telework is not guaranteed for any employee and approval of an agreement does not imply approval of subsequent requests. Agreements are reviewed for renewal in 90-day increments. Managers should continue to evaluate and consider the current business benefit, if any, for telework before entering into or renewing an agreement with an employee.

In school systems that are not offering in-person instruction, employees may qualify for telework or flextime. Not all positions are eligible for telework or flextime. Please review the [telework policy](#) to understand the requirements of this arrangement.

Employees with children in schools not offering in-person instruction may also qualify for leave under the [Families First Coronavirus Response Act](#).

Some employees are working together with their neighbors and each other to establish a shared responsibility of providing instruction and assistance to children learning virtually. In these situations, it minimizes exposure to a much smaller group and allows employees to minimize the time that work schedules and locations are disrupted.

Check [HERE](#) for more information on the Telework/ Flextime Request Process.

Last updated: 12/17/2020