



November 13, 2020

Alternative Work Options at Indiana State University

Indiana State University campus offices remain open and every department is expected to have a staff member physically present during the regular workday. However, to assist employees who have been affected by the pandemic, the university has made Alternative Work Options available.

With winter break right around the corner coupled with the rising number of positive COVID cases, these Alternative Work Options will help minimize the number of employees on campus and in offices from Nov. 16 through the end of Winter Recess on January 3, 2021.

The following Alternative Work Options are available for positions which qualify for remote work and for employees who have the technological capabilities, such as reliable internet access, to perform their work remotely:

- **Temporary Requests for Flexible Medical Leave, Workplace Modification, and Remote Work Related to COVID-19:** The University established this procedure in early fall to allow workplace modifications, the opportunity to work remotely, or the ability to utilize vacation, sick, or unpaid leave. It is adopted on a temporary basis to address the needs of employees at higher risk for severe illness related to COVID-19 or who have household member at higher risk for severe illness related to COVID-19. More information can be found here: [Temporary Requests for Flexible Workplace Accommodation Remote Work or Unpaid Leave](#).
- **Expanded FMLA paid leave for modified school schedule:** To accommodate leave requests for staggered K-12 school learning or closure, employees may request paid leave under the Families First Coronavirus Response Act (FFCRA), which was signed into federal law in March 2020. The purpose of the leave is for employees to have time to assist their school age child with learning or to otherwise care for children who cannot attend school because of physical closure of a school or a staggered school schedule. More information can be found here [Expanded FMLA Paid Leave for Staggered School Schedule](#).
- **Virtual meetings and communications:** Even when collaborating with others present on campus, employees should, to the extent feasible, utilize the extensive

range of available electronic communication tools (e.g., phone, email, Skype, Zoom, etc.) to reduce in-person meetings.

- **Alternating days or weeks:** Departments should consider changing on-site staffing schedules, such as alternating days or weeks, to help enable physical distancing. An alternating schedule for remote work is voluntary and must be approved by both the employee and the supervisor. Supervisor will provide the appropriate Vice President of that division of the employees' schedules. It is imperative offices are staffed to continue to provide high quality service to our students, employees and visitors. This option is only available for those positions that can work remotely and have the remote technology to do so.
- **Staggered scheduling within the workday:** Departments should consider staggering on-campus work schedules within the workday to assist with physical distancing measures that aid in reducing congestion at the beginning and end of the workday and during break periods.