

## Guidelines for Intermittent Remote Work

Department heads have the authority and discretion to authorize intermittent remote work for an employee they supervise, consistent with these guidelines.

- **Eligibility:** Most commonly, permission to work remotely will be granted for a specific day or limited set of days due to an employee's emergent need to work from home for a short period. Examples of appropriate reasons an employee might request to work remotely on a specific day include, but are not limited to, a doctor's appointment closer to the employee's home than campus; a sick spouse, partner, or child; an unexpected issue with child care; a health issue that would allow the employee to work from home but not from school (e.g., exposure to COVID); and an unexpected issue with a vehicle needed to commute to work

- **Approval process:** To seek approval for intermittent remote work, an employee should submit a written request to the supervisor via email, and the supervisor should acknowledge that request via email. Should the initial request or approval be via phone, text, Zoom, or another mode, the request and approval should be documented via email as quickly as feasible. The supervisor should keep all requests and approvals for at least three years. If a supervisor leaves the Law School's employment, those files should be transferred to Human Resources.
- **Lack of notice/dishonesty:** If an employee does not seek and receive approval for intermittent remote work and does not report to campus, the department head may take corrective action. Similarly, if the department head or Law School learns that the employee's reason for requesting intermittent remote work was or misleading, corrective action may be taken.
- **Length:** Normally, intermittent remote work should span no more than one business week. Remote work that will span more than one business week must also be approved by Human Resources. Remote work that will span more than three business weeks must also be approved by the Dean.
- **No patterns:** Remote work should not result in a pattern (e.g., remote work every Wednesday). Supervisors should track remote work and speak with Human Resources if a pattern emerges.
- **Privilege, not a right or benefit:** Intermittent remote work is not an employee right or