

[School Name] COVID-19 Virus Flexible Telework Policy

Issued: __/__/2020*

Now that a state of emergency has been activated, **[School Name]** is implementing a Flexible Telework Policy. Flexible Telework arrangements under this policy are expected to be in effect as long as the COVID-19 virus state of emergency exists.

Given the challenges of working from home, **[School Name]** recognizes that each employee may not be able to strictly adhere to an 8-4 work day and may need to work outside the hourly parameters of the school day. Effective today, an employee will only need to request leave if you are going to be missing a class or a meeting or will be absent for an entire day or more. The School continues to expect that each employee will fulfill the daily and weekly responsibilities required of their position.

Please direct any questions to _____.

***[School Name]** reserves the right to make changes to the policy if the need arises.