

Spring 2022 Telework Options

Positive Test: Employee in Isolation

If an employee cannot work due to a mandated quarantine due to exposure or testing positive to the virus:

- If an employee has a confirmed positive test, they must also follow ECU protocol by notifying Health Services: Click the link for details. [Click Here](#)
- If the employee has a balance of leave to use, they must use it. Sick leave will be used first and then annual leave during the isolation period.

Or Telework Option 1:

- **Telework:** The employee may request to Telework instead of taking leave during the isolation period. Telework may be granted for ten days only if the position is eligible for Telework without causing an undue burden on the department or ECU. The Direct Supervisor and the Vice President will give input if the position is eligible for Telework.
- Faculty must work with the department chair/dean to ensure the effective delivery of courses prior to submitting a telework request.
- Staff must discuss with the supervisor prior to submitting the request.
- Supervisors should consult with their administrative V.P. in determining approvals of continued Telework so that such approvals are made on consistent criteria across the University.

Sick or Caring for a Family Member

If an employee is sick or caring for an immediate family member:

- *Traditional FMLA leave* should be sought through Employment Services. This is unpaid leave (unless the employee simultaneously uses accrued leave) to care for oneself or an immediate family member (spouse, parent, or child) who has a serious medical condition such as a current Covid-19 infection.
- The employee does not work during FMLA leave unless the leave is intermittent. FMLA should not be confused with Teleworking.

Or Telework Option 2:

- **Telework:** The employee may request to Telework instead of taking FMLA. Telework may be granted for ten days only and only if the position is eligible for Telework without causing an undue burden on the department or ECU. The Direct Supervisor and the Vice President will give input if the position is eligible for Telework.
- Faculty must work with the department chair/dean to ensure the effective delivery of courses prior to submitting a telework request.
- Staff must discuss with the supervisor prior to submitting the request.

- Supervisors should consult with their administrative V.P. in determining approvals of continued Telework so that such approvals are made on consistent criteria across the University.

Secondary School/Daycare Closure

If an *employee* cannot work due to the need to provide daycare for their children due to a school or daycare closure:

- If the employee has a balance of leave to use, they must use it. Sick leave will be used first and then annual leave during the isolation period.
Or Telework Option 3:
- **Telework:** The employee may request to Telework instead of taking leave during the school/daycare closure. Telework may be granted for the days the school/daycare is closed only if the position is eligible for Telework without causing an undue burden on the department or ECU. The Direct Supervisor and the Vice President will give input if the position is eligible for Telework. In cases where multiple family members work at ECU, only one employee will be granted Telework for daycare needs at any one time.
- Faculty must work with the department chair/dean to ensure the effective delivery of courses prior to submitting a telework request.
- Staff must discuss with the supervisor prior to submitting the request.
- Supervisors should consult with their administrative V.P. in determining approvals of continued Telework so that such approvals are made on consistent criteria across the University.

Submit a request through E-trieve here: [Telework Request Form](#)

The University may *require* Telework, the taking of accrued leave, administrative leave, or other precautionary measures to preserve the safety of the workplace, regardless of whether any of the options above have been pursued by the employee.

IMPORTANT: Approvals of ANY of the above categories must result in notification to Employment Services so that appropriate recordkeeping and paperwork can be completed. FMLA requires medical documentation under most circumstances.