

COVID-19 WORK/LEAVE OPTIONS *for parents* OF SCHOOL-AGE CHILDREN

PRESENTED BY
Office of Human Resources

APPALACHIAN STATE UNIVERSITY

TELEWORKING OPTIONS

With approval from their supervisor, employees may continue to telework if responsibilities allow.

FLEXIBLE HOURS

Employees can talk with supervisors about adjusting their work start or end times to provide childcare coverage, virtual school assistance, or other support.

REDUCED SCHEDULE

Employees can talk with their supervisors about reducing their work hours for a period of time, which would affect the employee's paycheck.

EMPLOYEE ASSISTANCE PROGRAM

GuidanceResources will confidentially provide you and your dependents support, resources, and info for personal and work-life issues.

COVID-19 SHARED LEAVE BANK

Assists employees who cannot work for certain COVID-19-related reasons and who have exhausted their own personal leave balances.

OTHER ASSISTANCE

Employees enrolled in any supplemental Retirement programs may be eligible for loans or COVID-19 hardship distributions due to the federal CARES Act.