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.