

Alternate Work Arrangement System Administration Employee Frequently Asked Questions

Leave Requests

- Q.** How is leave requested when an employee is on an alternate work schedule?
- A.** If the employee's My.Leave Preferences reflect the alternate work schedule, the My.Leave system should correctly calculate leave when the employee submits a leave request.
- Q.** If an employee's normal work schedule is Monday through Thursday (4x10 schedule), can s/he shift the work week to Tuesday through Friday when s/he wants to take a Monday off?
- A.** This would not be allowed unless the supervisor grants a special exception. An alternate work arrangement is a defined schedule and is not intended to be changed from week to week. In this case, 10 hours of leave should be used on Monday. The employee would still have Friday off.
- Q.** If an employee's child becomes ill and cannot attend school or daycare, can the employee work from home?
- A.** As a rule, no. The university provides generous sick leave for these occurrences and primary care cannot be provided while working from home. However, an exception can be made by the supervisor on a case-by-case basis, either for employees on work-at-home agreements or employees leaving the university office to care for a sick child.

Inclement Weather

- Q.** If the university closes for inclement weather and an employee is not scheduled to work that day can s/he apply administrative leave to another day?
- A.** No. Inclement weather closures are for the safety of employees on that particular day. The hours are not allowed to be moved to a different day.
- Q.** If the university closes for inclement weather and an employee is working from home based on a formal or informal arrangement, can the employee stop working?
- A.** Yes. If the university closes for inclement weather, there is a possibility that schools and other entities will be closing that require the employee's attention. The supervisor may ask the employee to continue working from home but could not enforce that request. If the employee continues to work, the administrative leave cannot be used on a different day.
- Q.** If an employee is working a long day due to an alternate work arrangement and the university closes for inclement weather, does s/he receive administrative leave for the duration of the shift?
- A.** Yes, inclement weather is a safety closure and the employee would leave the building for the remainder of their shift. Alternately, if an employee leaves at noon as per his/her alternate work schedule and the university closes at 3:00, s/he would receive no administrative leave.

Administrative Leave

Q. If administrative leave is granted to the department for reasons other than inclement weather, and an employee is not scheduled to work that day, can s/he apply administrative leave to another day?

A. No. The leave was granted for that particular time and date. It cannot be moved to another date.

Q. If administrative leave is granted to a department for reasons other than inclement weather and an employee is working a longer shift, does s/he receive administrative leave to cover their entire shift?

A. It depends on the situation.

If the offices are closed early by an officer and the intent is to provide all employees 2 hours of administrative leave, the employee should only receive 2 hours of administrative leave. For example, if an employee is scheduled until 6:00 p.m. and an officer grants 2 hours of administrative leave, the employee would need to take 1 hour of annual leave or leave at 4:00 instead of 3:00.

If the offices are closed for a business purpose (moving, remodeling, etc.) the employee would be granted administrative leave for the entire shift.

Meeting Requests

Q. If an employee is on an alternate work schedule, can a supervisor require attendance at a meeting outside of the documented working hours?

A. No, this is a defined schedule, documented in My.Leave, which is not intended to be changed week to week. However, if the employee and supervisor agree in advance, the employee can count the meeting as overtime or redistribute hours during the week to compensate for the unscheduled work time.

Q. If an employee is working from home, can a supervisor require attendance at a meeting?

A. Yes, the employee is working, and meetings are considered normal job duties. However, if this occurs frequently, the work-at-home arrangement should be modified to accommodate standard meeting requests.