



## Alternate Work Schedules and Working at Home Frequently Asked Questions

This FAQ addresses frequently asked questions regarding alternate work schedules and work-at-home arrangements. Such arrangements are governed by the [Alternate Work Schedule Guidelines](#) and the [Work at Home Procedures](#) for the Office of the President, as well as by any agreement that the employee enters with his/her supervisor regarding the alternate work arrangement.

### 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 (a four-day schedule, 10 hours a day), can s/he shift the work week to Tuesday through Friday when s/he wants to take a Monday off?**  
A. The supervisor must grant the employee a special exception before this could happen. 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 a 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.



**EMPLOYEE SERVICES**

- 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 his/her shift. Alternately, if an employee leaves at noon as per his/her alternate work schedule and the university closes at 3 p.m., 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 his/her 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 two hours of administrative leave, the employee should only receive two hours of administrative leave. For example, if an employee is scheduled until 6 p.m. and an officer grants two hours of administrative leave, the employee would need to take one hour of annual leave, or leave at 4 p.m. instead of 3 p.m.

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 during hours away from the office?**
- 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.

Please contact CU System Human Resources Director Tracy Hooker at 303-860-5646 for additional information and assistance.