

COVID-19 Flexible Work Arrangements for Employees

July 2021

The University of Illinois System is committed to ensuring that all employees have flexibility in their work arrangements to the maximum extent possible, within the context of their job duties and the operations of their department/unit. This includes, and is not limited to, remote work arrangements, alternative scheduling, and other adjustments to the work environment.

All departments and units will be delegated authority to provide flexible work arrangements for employees, to the extent possible based on operational needs and the job duties, consistent with campus guidance. In other words, employees will be able to opt-in to flexible work arrangements offered by their supervisor without having to provide a reason or share any personal or medical information.

If an employee has a need for flexible work arrangements that exceed the level of flexibility already granted by their department/unit, the employee may go to their supervisor and request the flexibility they need. Supervisors may grant flexibility requests at their discretion and are encouraged to do so when consistent with departmental operations.

The following flowchart will assist in determining where to seek the appropriate guidance and process, as some arrangements need to be vetted through the Americans with Disability Act (ADA) interactive process. Guidance from federal and state public health organizations and university operational needs is subject to change.

Does the employee need flexible work arrangements that <u>exceed</u> the maximum available flexibility offered by the department?	
Individual Employee Medical Request	Employee Request Based on Other Risk Factors and/or Conditions
<p>Request is due to the employee's own medical condition, medical history, or risk factors:</p> <p style="text-align: center;">↓</p>	<p>Request is due to other COVID-related needs, including but not limited to:</p> <ul style="list-style-type: none"> • Employee has a risk factor defined by the CDC • Employee's household member has a risk factor defined by the CDC • Employee's household member is not able to be vaccinated due to age or medical condition <p style="text-align: center;">↓</p>
<p>Employee may request additional flexibility from their supervisor. Employee is not obligated to share medical information including their diagnosis with their supervisor and should not provide medical documentation to their supervisor.</p> <p>Employee has the right to contact the ADA Coordinator in their campus OAE unit to discuss options, including the appropriate accommodations process and the possibility of an interim accommodation without medical documentation.</p>	<p>The employee should communicate their request to their supervisor.</p> <p>The unit can work with the employee on these special arrangements.</p> <p>The unit should consult with the appropriate HR office as needed, especially when job duties are not conducive to remote work.</p>

Supervisors should grant maximum available flexibility. If this is not sufficient to meet the employee's need, remind the employee that they can speak confidentially with the ADA Coordinator if there is an underlying medical condition, medical history or risk factor.	
Supervisors should not discuss medical information or request medical documentation from the employee.	
RESPONSIBLE OFFICE: ADA Coordinator of each university Office of Access and Equity/Equal Opportunity or System HR. (See list below.)	RESPONSIBLE OFFICE: Unit and the appropriate HR office. (See list below.)
<p>If the above steps are not successful at reaching a suitable flexible-work arrangement for the employee, the employee can:</p> <ul style="list-style-type: none"> • apply for American Rescue Plan Act (ARPA)/Families First Coronavirus Response Act (FFCRA) for use of emergency benefits (including Emergency FML Expansion Act benefits) as applicable https://www.hr.uillinois.edu/leave/coronavirus_response_act • apply for standard FMLA as applicable https://www.hr.uillinois.edu/leave/fmla • use benefit time • consider unpaid, excused leave if all other options are exhausted 	

Accommodations for Waiving Masks and Face Coverings Requirement

If an employee is required to wear a mask because (a) under applicable university policies; or, (b) because they are in a position that requires a mask/face covering, and they have an underlying medical condition that prevents them from wearing a disposable mask or cloth face covering (as required by campus policies), they should contact the ADA Coordinator to engage in the interactive accommodations process.

Employees who medically need a N95 mask must work with the ADA Coordinator.

(Supervisors should direct employees to the ADA Coordinator if they identify this need.)

	ADA Contacts	Human Resources Contacts
Urbana	Allison Kushner, J.D. akushner@uillinois.edu 217.300.0355	Labor & Employee Relations ihr-ler@uillinois.edu 217.333.3105
Chicago	Keana Galloway keana@uic.edu 312.996.8670	Michael Ginsburg ginsburg@uic.edu 312.413.9416
Springfield	Melissa Mlynski mmlyn2@uis.edu 217.206.6222	Office of Human Resources uishr@uis.edu 217.206.6652
System Offices	Justin Lacy lacyjk@uillinois.edu 217.244.5947	System HR erhr@uillinois.edu 217.333.2600