

Statewide Temporary Expanded Telework Options during COVID 19

For the period of March 1, 2020, through at least June 30, 2020, employee telework requests will be *presumed to be acceptable* unless denied within seventy-two (72) hours of the request.

Telework shall only be denied for the following reasons:

- position is not suitable for telecommuting or telework; or
- lack of telework equipment including, but not limited to, laptops, cell phones, or network adequacy.

Denials must be written and include specific details to adequately explain the rationale. An employee may appeal a denial directly to DAS LRU within five (5) calendar days of receipt of the decision using the form below.

Agency Name:				Work Unit:	
Employee Name:				Employee Phone:	
Employee Classification:				Employee Email:	
Employee's Bargaining Unit		Date of Telework Request:		Date of Telework Denial:	
Manager Name:				Manager Phone:	
Manager Classification:				Manager Email:	
Reason for denial given?	Yes	No	Copy of Denial Attached?	Yes	No

Describe the circumstances of the request and denial:

Employee Signature:		Date:	
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