

Request for Temporary Telecommuting Continuation Form
Spring 2021

Employee Name: _____

Job Title/Position: _____

Supervisor: _____

Department: _____

Reason for Request:

- Underlying Medical Conditions**
Please complete ADA Accommodation Medical Certification Form and ADA Request for Reasonable Accommodation Form.

- Age Risk (Employee)**
Employee is 65 years or older.

- School Instruction and Childcare Concerns**
For school instruction issues, please attach a description of, or note at the bottom of this form, the school system(s) and instruction models in place requiring you to teach remotely. For daycare issues, please attach or note at the bottom of this form a summary of care to be provided and information, including contact information, concerning the daycare provider that you usually use or were planning to use that is not available during this public health emergency.

- Vulnerable Family Member (Medical) within Immediate Household**
Please submit this form to Human Resources, along with written certification from the family member's health care provider that this immediate family member has a medical condition or a disability that makes them vulnerable to serious complications from COVID-19. The underlying medical conditions as defined by the CDC include:
 - *Cancer*
 - *Chronic kidney disease*
 - *Chronic obstructive pulmonary disease (COPD)*
 - *Immunocompromised state from solid organ transplant*
 - *Obesity (body mass index of 30 or higher)*
 - *Serious heart conditions such as heart failure, coronary artery disease or cardiomyopathies*
 - *Sickle cell disease*
 - *Type 2 diabetes mellitus*

- Vulnerable Family Member (Age) within Immediate Household**
By checking this box, you are attesting that a family member in the immediate household is 65 years or older.

I have read the college's *Process Guidelines to Request Temporary Continuation of Telecommuting* and I understand this request is subject to the college's assessment of requests for telework, and the college's ability to grant the volume of all requests, especially in small departments. Telework is an alternate work privilege being offered by the college during this public health crisis and there is no requirement to offer telework. Telecommuting privileges will be periodically assessed for continuation and can be canceled at any time and for any reason by the college. Further, the college has the sole discretion to amend, modify or replace this Request for Temporary Continuation of Telecommuting at any time and for any reason.

Employee Signature

Date