

## REMINDERS

1. **Did you remember to use the updated fillable LDH School Reopening Request for Schedule Change Form**  
Link to fillable form: <http://ldh.la.gov/index.cfm/page/2555>
2. **Did you remember to include the required documentation from your child's school or care provider?**

## FAQ's

1. **My child's school is reopening fully virtual. My children are very young; I normally work 8 hours per day but will only be able to work 6 hours per day. Is taking leave 2 hours a day an option?**  
You may be able to use leave. The business needs of the Department may require changes to approved work schedules, on a case by case basis. The approval or disapproval of a schedule request is based solely on the role and responsibility of the employee. Complete the forms, fully document your requests and needs, and attach the required supporting documentation for review.
2. **Who Should I Submit My Request for a Flexible Schedule to?**  
Submit your request to your supervisor.
3. **I am raising my grandchildren. Am I eligible to apply for an alternative or flexible work schedule?** If you have legal custody or the grandchild(ren) are legal wards, you are eligible to apply for an alternative or flexible work schedule.
4. **How often do I have to recertify?** Employees must recertify every 9 weeks or 60 days following the instructions on the form.
5. **I don't need an alternate schedule for the full workweek, is a flexible schedule available 2 days per week?**  
A partial alternative work schedule may be available. Submit the [LDH School Reopening Request for Schedule Change Form](#) and required supporting documentation.
6. **What type of documentation is required for a flexible schedule to be approved?**  
Acceptable forms of documentation include: letters or email from school or child care provider, school website print out, newspaper articles
7. **My child is attending school starting August 10, what happens if school closes or changes due to positive COVID-19 cases?** If your child's school or childcare schedule changes prior to the end of any 9-week or 60-day period, you must notify your supervisor and submit the change and supporting documentation.
8. **I am a single parent of three children who will be attending school virtually through Labor Day. I am unable to work my regular 8-hour work schedule during the day. Can I work on late afternoons and weekends to make up my missed worktime?** A flexible/alternative schedule may include weekend days, upon an Appointing Authority's recommendation, to be approved by the EMT based on business needs.
9. **Will my request for an alternate work schedule negatively impact my chances for promotion?** No, requesting an alternate work schedule will not impact your chances for promotion to another position. It should be noted that a new [LDH School Reopening Request for Schedule Change form](#) and documentation must be submitted upon promotion to a new position.
10. **If a telework employee needs to change their work schedule due to school reopening, should they submit a work schedule form and a new Telework Agreement?** A new Telework Agreement is not required for

employees requesting flexible/alternate work schedule changes due to child(ren) school changes due to COVID-19. LDH Policy 82.1 Telework, requires an approved work schedule – policy citation below:

*C. Hours of Work. The teleworking employee must have an approved work schedule adopted in accordance with LDH policy. Management must ensure proper compliance and documentation of work hours, in particular ensuring compliance with the Fair Labor Standards Act (FLSA) and overtime policies and procedures.*