

Instructions for Employees with Children Returning to School or Childcare to request flexible/alternate workweek schedule due to COVID-19 for the 2020-21 Academic School Year

THIS GUIDANCE MAY OR MAY NOT APPLY TO LDH 24-HOUR FACILITIES

Employees requiring a flexible/alternate workweek schedule shall make a request pursuant to each agency's identified submission process for review and submission to the Appointing Authority by completing the Request Form for a Flexible/Alternate Workweek Schedule. Additional information will follow regarding each individual agency's submission process.

- I. Requests shall be submitted as outlined in each agency's submission process and shall include the following information for all children:
 1. Name of child/children
(Child is defined as biological, adopted, foster, stepchild, or legal ward either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.)
 2. Date of Birth
 3. Name of School or Childcare
 4. Supporting documentation, which may include any of the following:
 - a. Newspaper article
 - b. Letter/email from school or childcare
 - c. Print out from school website
 - d. Any other supporting documentation
 5. A completed Work Schedule Form ([HR-13](#)), must accompany the request.
- II. 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.
- III. Employees will be required to recertify every 9 weeks or 60 days and shall submit the recertification as outlined above within Section I.

Dissemination of Alternate Workweek Request and Supporting Documentation:

1. If approved,
 - the EMT shall return all documentation to the supervisor/AA
 - the supervisor shall notify the employee of the approval
 - a copy of the Work Schedule Form (HR-13) shall be submitted to Human Resources
 - a copy of the Work Schedule Form (HR-13) shall be submitted to the time keeper
 - the supervisor shall maintain a separate file to include all documentation
2. If disapproved,
 - the EMT shall return all documentation to the supervisor/AA
 - the supervisor shall notify the employee of the disapproval
 - the supervisor shall maintain a separate file to include all documentation

**Louisiana Department of Health (LDH) Form For Employees To Request
Flexible/Alternate Workweek Schedule For Children Returning to School or Childcare Due to COVID-19
(2020-2021 Academic School Year)**

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Employee Name: _____ **Personnel #:** _____

Employee Phone: _____ **Employee Job Title:** _____

Supervisor Name: _____ **Supervisor Phone:** _____

Employee Childcare Information:

Name of Child/ren's Schools or Childcare Facility:

Name and Date of Birth of Child/ren:

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

I have attached supporting documentation:
(please describe supporting documentation): _____

Flexible/Alternate Work Schedule Requested / Employee Comments

I have attached a completed Work Schedule Form ([HR-13](#)) for review.

Employee Description of Request (including proposed schedule details):

Attestation Clause:

I attest that the above information is accurate and complete. I further attest that the child/ren identified above meet the definition of "child" in Section I of the *Instructions for Employees with Children Returning to School or Childcare*. I understand that falsification of any documentation may lead to disciplinary action including and up to termination.

Employee Signature: _____ **Date:** _____

Supervisor / Appointing Authority Comments

Supervisor Comments: _____

Appointing Authority Comments: _____

Approval/Denied:

We have reviewed your request for a flexible/alternate workweek schedule and the decision is (please initial):

___ **Approved** ___ **Disapproved** (reason for denial) _____

EMT Representative Signature: _____ **Date:** _____

EMT Comments: _____