

Guidance for balancing childcare and work:

For employees that are not able to find appropriate childcare, below are some options to consider discussing with your supervisor. It must be understood however that supervisors must consider both your job duties and the required functions of the department.

1. **Use available time off** – Upon supervisor approval, employees may use accrued time off for related absences (as applicable: vacation, compensatory, personal, sick, and/or unpaid time off). This may include partial days off. **Please work with your supervisor to proactively identify solutions to keeping your department operational.**
2. **Adopt a temporary flexible schedule** – Some departments may be able to accommodate individuals to adopt a temporary flexible schedule (come in early, leave later; come in late, leave late; etc.) to better coordinate childcare with their spouses, partners, and childcare providers.
3. **Early morning/evening or weekend work** – It is possible that some work time could be made up before or after regular work hours and/or over the weekend, especially for those who may have significant work with deadlines or those with insufficient accrued time off.
4. **Remote work** – Remote work/telework arrangements are for employees who can perform their job duties away from campus at the same level of effectiveness as when they are on campus. If employees are caring for young children while working from home, some of that effectiveness will be lost. Employees who can work from home may be asked to assess the actual time they worked and use accrued leave to supplement the time they were performing childcare duties and/or make arrangements to make up that time within the same work week as necessary. It is okay and understood that there will be balance needed and proactive communication with supervisors will be key.
5. **Combination** – It could be that a combination of the suggestions above may be used on a day-by-day basis to best cover operational needs and the employee's childcare obligations.