

# University of Dubuque

## Request for Work Accommodations During COVID-19

The University of Dubuque allows employees to consider their own health and potentially ask for work accommodations during the COVID-19 crisis, if they feel their situation warrants additional measures.

***I request work accommodations due to:***

- COVID-19 daycare closures;
- My own serious health condition;
- The serious health condition of an individual who lives with me;
- I am 65 years old or older; or
- I am subject to a Federal, State, or local isolation or quarantine order related to COVID-19.

This work accommodation will be offered until further notice. The university will follow the state, IDPH and CDC guidelines, and updates will be provided to you on a regular basis.

You must continue to communicate the status of your situation with your supervisor on a regular basis while you work from home. You must continue to show that you can complete your job duties effectively. You must report back to the workplace immediately when you no longer need this work accommodation or when it has been determined by your supervisor that you are not effectively doing your job. Failure to report back to the workplace will result in the university using your earned paid time off, or unpaid time if you do not have any earned time off and you will be subject to corrective action.

*I certify that the information I have provided in this form and all supporting documentation is true and correct. I am aware that this information is subject to verification. Any employee who submits false information is subject to disciplinary action, up to and including termination.*

*If approved for accommodations, your request will be shared with your Vice President and other authorized personnel as deemed necessary by Human Resources.*

**Requested by:**

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date