



## Request for Temporary Adjusted Work Accommodation

Berea College is concerned about the health and safety of all its employees and their families. The College continues to support and strongly encourage vaccination, as it provides the most effective and proven protection from serious symptoms of the COVID-19 virus.

To provide additional support during the latest phase of the on-going public health emergency, the College will allow vaccinated employees the option of an adjusted schedule in some circumstances. Unvaccinated employees may only request Temporary Adjusted Work Accommodation in relation to dependent care (Section I)

Please complete this form to request a Temporary Adjusted Work Accommodation. Adjusted work options include remote work and/or alternative work hours. All decisions on accommodations will be made on a case-by-case basis. The usage and implementation of a Temporary Adjusted Work Accommodation relies upon you and your supervisor clearly communicating needs and expectations for the arrangement to be mutually successful. Your supervisor will first consult with Human Resources, then the vice president of your division. This form should only be completed after speaking with your supervisor and receiving approval to move forward with the accommodation request. If you have not informed your supervisor of your intent to request a Temporary Adjusted Work Accommodation, you must do so before submitting this form.

### Section I

You may qualify for a Temporary Adjusted Work Accommodation during the on-going public health emergency if you meet one or more of the following criteria:

- You are caring for a child under age 18 in your household whose school or childcare provider is presently closed due to COVID-19.
- You are caring for a dependent in your household under a quarantine or isolation order from the local Health Department or school system.
- You are caring for a child under age 18 in your household who is awaiting test results after experiencing COVID-19 symptoms.
- A physician has required your K-12 child to remain out of school due to a diagnosed medical condition.

### Section II

You may qualify for a Temporary Adjusted Work Accommodation during the on-going public health emergency if you are vaccinated and meet one or more of the following criteria:

- Either you, your spouse/domestic partner, or a child/dependent in your household has tested positive for COVID-19, and you have been required to isolate or quarantine by either the College or the Health Department.
- You are awaiting test results after experiencing COVID-19 symptoms and have been required to quarantine by either the College or the Health Department until your test results return.
- You are considered a Close Contact, are awaiting COVID-19 test results and have been required to quarantine by either the College or the Health Department.
- You have tested positive for COVID-19 but are experiencing only mild symptoms that otherwise do not affect your ability to perform satisfactory work.

You do NOT qualify if one or more of the following could describe your situation:

- You are an unvaccinated employee isolated or quarantined because of a positive COVID test or being a Close Contact. In this instance, you must use sick or vacation benefits for the time away from work.
- You were exposed to someone with confirmed COVID-19, are a Close Contact, but are **vaccinated** and **not** experiencing symptoms of COVID-19.
- You are an essential on-campus employee, described as a person responsible for required operations of the campus whose work cannot be completed with remotely or under altered work schedules. In this instance, vaccinated essential on-campus employees will receive additional sick time to cover the absences related to a mandated isolation or quarantine if all paid time has been exhausted.
- You have been in close contact with someone who has been exposed to someone else with confirmed COVID-19 (i.e., you are a contact of a close contact).

Depending on your reason for requesting a Temporary Adjusted Work Accommodation, documentation may be required. Where applicable, accommodations will be evaluated in accordance with federal and state laws and relevant College policies.

Accommodations are temporary and may not be possible in all instances. If your accommodation request is denied, and you have questions or concerns about the denial, please contact your Human Resources Business Partner for further assistance.

[To Start the application process, use this link.](#)