

Employee concerns about onsite or remote work related to COVID-19:

What are the options?

Some employees may feel uncertain about returning to work onsite because of the constantly evolving circumstances surrounding COVID-19. Other employees may experience challenges with onsite or remote work due to caregiving concerns related to COVID-19. Some examples of the latter might be an inability to work because of the need to provide care to a family member who has COVID-19, or challenges arranging for dependent care due to issues related to COVID-19.

Based on the nature of the concern, employees who are concerned about working onsite or remotely due to issues related to COVID-19 may have options available to them. The university will work with each employee to understand their concerns and determine if there are options based on the nature of an employee's concern, their duties, the work environment, and workplace needs.

Employees who are experiencing sudden disruptions due to family caregiving issues—such as the unanticipated, same-day closure of a daycare center—should refer to the following document: [Sudden disruptions due to family caregiving issues related to COVID-19: What are the options?](#)

If your concern is related to your own underlying medical condition/disability:

Disability Accommodation

If your concern is related to your own underlying medical condition/disability, your request may be considered a disability accommodation request under the Americans with Disabilities Act (ADA). A disability accommodation is any change or modification to the hiring process, a job, the work environment, or the way things are usually done. It enables a qualified individual with a disability to apply for a job, perform the duties of a job, and enjoy benefits and privileges of employment equal to those without disabilities, without causing significant difficulty or disruption in the workplace or posing a health or safety threat. For more information, visit employee disabilities.wisc.edu.

- Contact your Divisional Disability Representative (DDR). If you have not done this, you will be asked by your divisional HR or supervisor to contact the DDR with your concern. To find your DDR, visit employee disabilities.wisc.edu/divisional-disability-representatives-ddr.
- The DDR will work with you to identify your primary concerns.
- Some requests may have simple solutions that can be resolved quickly.
- Other requests may need more examination. Your DDR will work with you to learn more about your needs, job duties, work environment, workplace needs, safety concerns, and possible modifications, alternatives or solutions.

- DDRs are experienced HR professionals who have specialized training in medical or disability-related issues and are authorized to request, receive and maintain confidential medical information and records on behalf of units in their divisions.
- The DDR will let you know what medical documentation is needed.

If your concern is due to something other than your own medical condition/disability:

- Contact your supervisor or manager. You may also contact your local Human Resources (HR) contact. To find your local HR contact, visit hr.wisc.edu/contact.
- Your supervisor and your HR contact will work with you to understand your concerns and determine if there are options based on your duties, work environment, and workplace needs.
- Your HR contact may consult with experts such as the Office of Human Resources–Workforce Relations (OHR–WR) and/or department leadership to determine options for addressing your concerns.
- Some possible options *may* include:

Remote Work

Remote work may be an option for performing work in some circumstances; however, an on-campus presence for employees is often critical to maintain the highest possible quality of job function or campus service, particularly given UW–Madison is a pre-eminent residential campus where students work and live on or near campus. Visit hr.wisc.edu/remote-work to learn more.

Workplace Flexibilities

Workplace flexibilities allow work to be performed at an off-campus work site on a sporadic basis. Workplace flexibilities do not follow a regular, repeated schedule. For example, in cases where an employee must care for a family member due to circumstances related to COVID-19, a temporary change to the employee’s work schedule could be considered.

Leave Time

You may choose to consider using paid or unpaid leave, including Family and Medical Leave (FMLA). You may not qualify for all leave options. The leave options you may qualify for are based on a number of factors (e.g., your eligibility for the leave options, the reason for your leave, your employment category, your previous leave usage, your pay basis, etc.). Learn more about leave options related to COVID-19 that may be available to you at hr.wisc.edu/covid19/leave.

Other Options

You may wish to discuss other options, such as reassignment of duties or health and safety measures, with your HR contact.

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