**Guiding Principles:**

Be as flexible as possible while still meeting the needs of the University and students.
Flexibility may look different for each person.
Equity does not necessarily mean the same flexibility but does require a fair and consistent process.

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### Steps for Supervisors after Receiving a Request for Flexibility from an Employee

- **To discuss available leave options:**
  - Do not request additional details.
  - Refer to OHR Leave and Benefits at leave@unc.edu and your Departmental HR rep

- **For workplace flexibility unrelated to their own health:**
  - Do not request additional details.
  - Refer to Equal Opportunity and Compliance at EOC@unc.edu

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### Considerations for Flexibility Requests:

- Is it feasible for the employee’s work to be done remotely?
- Do they use special, on-site only equipment?
- Do they need to be physically present to meet student/customer needs?
- Will there be an impact on demand for in-person services?
- Are there other staff members who could perform those duties?
- Where and when does the work need to be performed if on-site?

#### Potential Alternatives if the employee must work on-site:

- Partial telework
- Schedule change
- Location change
- Additional protective equipment

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### Ask for help when:

- Need to deny a request
- Multiple, potentially conflicting requests
- Employee raises concerns about fairness, favoritism, or protected status
- Not sure if you’re allowed to provide what is requested
- Anything else you are concerned about
- When providing the identified flexibility would require assistance from another office
STAFF REQUESTS

- Is it feasible for the employee’s work to be done remotely?
- Special equipment on-site only?
- Physical presence necessary to meet student/customer needs
- Impact on demand for in-person services
- Other staff who could perform those duties
- Impacts on quality or speed of service

- Where does the work need to be performed on-site?
- When does the work need to be performed on-site?
- Consider impact of lengthened class day on demand times

- If an employee must work on-site, what measures can be put in place to protect them while on campus?
  - Partial telework
  - Schedule change
  - Location change
  - Additional protective equipment