



UNIVERSITY OF ILLINOIS SYSTEM

Flexible Work Arrangements for Employees

January 2023

The University of Illinois System is committed to providing flexibility in work arrangements to the extent possible, within the context of an employee’s job duties and the operations of their department/unit, when it is warranted based on environmental circumstances, operational needs, etc. This includes, and is not limited to, remote/hybrid work arrangements and alternative scheduling.

All departments and units may provide flexible work arrangements for employees, to the extent possible based on operational needs and the job duties, consistent with university and system office guidance.

If an employee has a need for flexible work arrangements that exceed the level of flexibility already granted by their department/unit, the employee may go to their supervisor and request the flexibility they need. Supervisors may grant flexibility requests at their discretion when in compliance with university and system office policies and guidelines.

The following flowchart will assist in determining where to seek the appropriate guidance and process, as some arrangements need to be vetted through the Americans with Disability Act (ADA) interactive process. Guidance from federal and state public health organizations and university operational needs is subject to change.

Does the employee need flexible work arrangements that <u>exceed</u> the maximum available flexibility offered by the department?	
Individual Employee Medical Request	Household Member Medical Condition or History
Request is due to the employee’s own medical Condition or medical history: ↓	Request is due to the employee’s household member medical condition or medical history: ↓
Employee may request additional flexibility from their supervisor. Employee is not obligated to share medical information including their diagnosis with their supervisor and should not provide medical documentation to their supervisor. Employee has the right to contact the ADA Coordinator in their campus OAE unit to discuss options, including the appropriate accommodations process and the possibility of an interim accommodation without medical documentation.	The employee should communicate their request to their supervisor. The supervisor should consult with college/unit leadership and the appropriate HR office, especially when job duties are not conducive to remote work or may impact mission- specific operations and/or the entire department.

Supervisors should grant maximum available flexibility. If this is not sufficient to meet the employee's need, remind the employee that they can speak confidentially with the ADA Coordinator if there is an underlying medical condition, medical history or risk factor.	
Supervisors should not discuss medical information or request medical documentation from the employee.	
RESPONSIBLE OFFICE: ADA Coordinator of each university Office of Access and Equity/Equal Opportunity or System HR. (See list below.)	RESPONSIBLE OFFICE: Unit and the appropriate HR office. (See list below.)
<p>If the above steps are not successful at reaching a suitable flexible-work arrangement for the employee, the employee can:</p> <ul style="list-style-type: none"> • apply for other leave options • apply for standard FMLA as applicable https://www.hr.uillinois.edu/leave/fmla • use benefit time • consider unpaid, excused leave if all other options are exhausted 	

Accommodations for Waiving Masks and Face Coverings Requirement

If an employee is required to wear a mask because they work in a unit, building or area that it is required under university guidelines, and they have an underlying medical condition that prevents them from wearing a disposable mask or cloth face covering (as required by campus policies), they should contact the ADA Coordinator to engage in the interactive accommodations process.

Employees who medically need a N95 mask must work with the ADA Coordinator.

(Supervisors should direct employees to the ADA Coordinator if they identify this need.)

	ADA Contacts	Human Resources Contacts
Urbana	Allison Kushner, J.D. akushner@uillinois.edu 217.300.0355	Labor & Employee Relations ihr-ler@uillinois.edu 217.333.3105
Chicago	Peter Berg pberg@uic.edu 312.996.0512	Michael Ginsburg ginsburg@uic.edu 312.413.9416
Springfield	Shelby Bedford aeo@uis.edu 217.206.6222	Office of Human Resources uishr@uis.edu 217.206.6652
System Offices	Angela Foster anfoster@uillinois.edu 217.333-7671	System HR erhr@uillinois.edu 217.333.2600