

## LDH School Reopening Guidance for Employees

---

[This guidance may or may not apply to the LDH 24-Hour Facilities](#)

The LDH Executive Management Team (EMT), defined as the positions that report directly to the LDH Secretary, has final review and approval authority for all employee requests for accommodations relative to school reopenings, after review by the applicable Appointing Authority.

1. LDH core work hours are 8:00 a.m.- 4:30 p.m. However, due to school and childcare issues, flexible/alternative work week schedules may be permitted.
2. Employees must submit a request, in accordance with their agency's process, for an alternate work schedule due to having to care for a child or provide support to a child for educational activities because of a school/daycare closure or a move to distance learning.
  - a. The request must provide documentation that their child's school or place of care has been closed or allows/requires children to participate in distance learning.
  - b. Employees must recertify their request for an alternate work schedule every nine weeks (60 days) or at the start of a new term.
3. Alternative schedules within the workweek should fall between the hours of 6:00 am – 8:00 p.m.
  - a. An example of a flexible or alternative work schedule can be a split shift in an 8-hour workday. Ex: 6:30 a.m. – 10:30 a.m. & 2:30 p.m. - 6:30 p.m. for a total of 8 hours/day or some other variation to total 80 hours per pay period.
4. A flexible/alternative schedule may include weekend days, upon an Appointing Authority's request, to be approved by the EMT based on business needs.
5. Managers must hold teleworkers and those with a schedule accommodation to the same performance standards as all other employees. The establishment of objective performance expectations, feedback regarding performance expectations, and utilization of performance management tools must be clearly documented and communicated to employees.

6. An employee's approved work hours should be considered when scheduling departmental meetings, but the priorities of the Department will take precedence over an individual employee's schedule.
  - a. Each supervisor should be available or designate a backup for those instances when an employee will not be working during the core business hours.
7. An employee's position designation of exempt or non-exempt will determine their eligibility for earning compensatory time and the calculation of compensatory time earned for working in excess of their scheduled hours.
  - a. Chronic use of overtime to accommodate meetings that fall outside of the alternate schedule may result in a change to a schedule that can encompass the majority of work or when meetings are conducted.
8. To maintain the continued, successful completion of assigned responsibilities for LDH employees, supervisors should assist with prioritization of assigned tasks, and evaluate responsibilities across the work team.
9. Coverage to maintain the minimum required worksite staffing must be addressed in approving alternative work schedules of employees.
10. Any change to an employee's schedule must be updated in the EED system for staffing emergency events.
11. The business needs of the Department may require changes to approved work schedules, on a case by case basis. The approval or disapproval of a schedule request is based solely on the role and responsibility of the employee.
12. The Department reserves the right to change this process as state and federal guidelines are developed and/or updated.