Return to work decisions will need to be made on a case by case basis. This decision tree represents a systematic way to consider such decisions.

Determine the unit’s on-site work needs

Assign employees to on-site work based on their normal roles, including on a percentage basis if necessary to achieve equity among similarly-situated employees

Determine whether such assignment conflicts with employee’s preference for a remote or on-site work location

Analyze whether duties and responsibilities can be reasonably swapped among employees to match preferences

If unable to facilitate an employee’s preference for remote work, consult with HRBP or Prep

If employee’s preference is due to their own health condition, refer to accommodation or medical leave process

If employee’s preference is due to a family member’s health condition, refer to FML process

If employee’s preference is due to child care needs, refer to e-FMLA process

If employee’s preference is for personal reason, consider any discretionary adjustments that may be available, including unpaid leave of absence

Submit on-site plan to Building Preparedness Team for approval

Submit overall work plan through unit’s chain of command

Employees working remotely complete e-workflow documentation