

With several school districts, including Dallas ISD, recently moving to extend on-line virtual ONLY learning until later in the year, we wanted to provide an update on options for employees as you navigate the ever-changing environment created by the pandemic. SMU will continue to offer flexibility and options to support parents with some slight adjustments to what had been communicated earlier this month.

Here are the options available.

1. If the K-12 school district your child attends is offering only online learning for an extended period of time, please work with your supervisor to craft a feasible telecommuting option, if possible, considering your job responsibilities.
2. If your school district offers/will offer both in-person and online learning, and you choose to remain home with your children during all or part of your normal working hours to support online learning, you may:
 - use vacation time
 - choose to take part or full time leave under the Working Family Leave option.

Working Family Leave offers employees either **full-** or **part-time** unpaid administrative leave through December 2020 to cover your time away from work:

- Your position will be held for you during this time.
- You'll maintain current SMU medical and dental plans with SMU covering the full expense.
- For part-time leave, employees must work a minimum of 20 or more hours per week on campus, but schedules may be flexible to allow for work hours before 8:30 a.m. and after 5 p.m.
- Current vacation balances can be applied before the unpaid leave goes into effect, if you choose.
- Vacation and sick-leave hours will not accrue during an unpaid full leave. Vacation and sick-leave hours will accrue at a prorated amount for those on unpaid part-time leave.
- Approval from the appropriate vice president or dean will be necessary for all telecommuting and unpaid leave options.
- To start the process, fill out this [form](#). For more information please contact returntowork@smu.edu.

Please discuss these options with your supervisor at each stage as you decide the best solution for your child's health and education. SMU will continue to review and respond to the changes that affect our employees and their families during this pandemic.