



Supplemental Request for Emergency Temporary Remote Work Accommodation

This form may only be used by employees who have already been approved for an extension of remote work on the basis of a childcare accommodation through April 5, 2021.

Governor Henry McMaster issued Executive Order 2021-12, which directed all state agencies and educational institutions to expedite the transition back to normal operations. With State approval, the university originally granted remote work extensions for childcare obligations through April 5, 2021.

On a case-by-case basis the university will review requests for an emergency extension of remote work for those employees unable to obtain childcare for their young children under the age of six (6). Upon final approval, employees may continue to work remotely until the circumstances justifying emergency approval have been resolved or until May 17, 2021, whichever occurs sooner.

To qualify, employees must provide documentation showing that their child is currently on a childcare establishment's wait list with an estimated enrollment date AND a letter from the employee explaining the situation that has resulted in their inability to find needed childcare.

Employee Name: _____ USCID: _____
Employee Email: _____ Employee Phone Number: _____
Employee College/Division: _____
Employee Department: _____

Child's Name: _____
Relationship: _____
Child's Age: _____
Childcare Establishment Name: _____
Projected Date of Enrollment: _____

Supervisor Name: _____
Supervisor Email: _____ Supervisor Phone Number: _____

EMPLOYEE ACKNOWLEDGMENT

I certify that I have a continuing need for a remote work accommodation due to the inability to obtain childcare for my dependent child for whom I am the primary caregiver. I will continue to actively seek childcare and will return to on-campus work as soon as the circumstances requiring an extension have been resolved or by May 17, 2021, whichever occurs sooner. If I am unable to return to work by May 17, 2021, I understand that I will be required to take an appropriate form of leave, which may include leave without pay.

___ I have attached a statement explaining the need for continued accommodation and appropriate supporting documentation.

Employee Signature: _____ Date: _____



Emergency Temporary Remote Work Accommodation – Department Review

Can the employee complete the essential functions of their position description while working remotely (please check one):

YES NO

By my signature below, I certify that I will monitor and assist _____ in their ongoing efforts to obtain childcare.

Supervisor Signature

Date: _____

Department Head Signature

Date: _____

Emergency Temporary Remote Work Accommodation – College/Division Review

College/Division HR Recommendation: APPROVE DISAPPROVE

College/Division Representative Signature

Date: _____

College/Division HR departments will forward request of emergency extensions to USC Employee Relations at uscer@mailbox.sc.edu

Emergency Temporary Remote Work Accommodation – University Review

UofSC Division of HR Review: APPROVED DISAPPROVED

Comments:

USC Division of HR Representative Signature

Date: _____