

SECTION: EMPLOYEES

TITLE: WORKING FROM HOME  
WHILE ON APPROVED LEAVE

ADOPTED: September 13, 2010

REVISED:

# PENN MANOR SCHOOL DISTRICT

## 339.1. WORKING FROM HOME WHILE ON APPROVED LEAVE

1. Purpose

The Board recognizes that certain employees perform duties that do not involve regular interaction or direct contact with staff or members of the public and do not require the employee’s physical presence in a school district location. Therefore, these employees may, under special circumstances, be able to work on a limited, part-time basis from home during an approved leave of absence.

2. Authority

The Board shall establish guidelines for consideration of requests by support employees to work on a part-time basis from home during an approved leave of absence.

3. Guidelines

Employees who have been granted a leave of absence under the Board’s policies may request permission to work from home on a part-time basis during the leave period. Such requests will be granted or denied on the sole discretion of the administration and are not subject to challenge or appeal.

Requests to work from home on a part-time basis during an approved leave of absence will be considered according to the following guidelines:

1. The leave of absence was granted by the school district for approved reasons, the employee’s ability to work at home is not inconsistent with the employee’s medical or physical condition, and the employee remains able to perform the functions of his/her job on a part-time basis during the leave of absence.
2. The employee’s job duties do not involve significant, regular interaction with other staff, students, parents/guardians or members of the public.
3. The employee will be able to effectively and efficiently perform the functions of his/her job from home without any significant disruption to district operations.

Requests that fulfill each of these criteria may, in the sole discretion of the administration, be granted on a case-by-case basis, considering the needs of the district and the likely impact of the arrangement on district operations. When such requests are granted, the employee will be paid on a prorated basis for time actually worked, and all other terms and conditions ordinarily in force during an approved leave of absence shall apply.

Employees who meet each of the criteria described above may request permission to work on a part-time basis from home during an approved leave of absence. Requests should be made in writing to the Administrative Assistant for Business. Requests will be considered according to the criteria listed above and decided in the sole discretion of the administration.

When requests to work at home are granted, the administration will meet with the employee to determine the level of equipment, supplies, technological support, etc. that will be made available to the employee by the school district.

The district may, in the sole discretion of the administration, terminate an approved work-from-home arrangement for any or no reason, including without limitation a determination that the arrangement is no longer in the best interest of the district.

Under very limited circumstances, subject to the same guidelines as set forth in this policy and in the sole discretion of the administration, a work-from-home arrangement may be approved or extended to permit an employee to periodically or intermittently work from home following the employee's return to work from an approved leave of absence or under other limited circumstances.

Permission for such extended work-from-home opportunities shall be granted or denied in the sole discretion of the administration and is not subject to challenge or appeal.