



COLLEGE of
CENTRAL
FLORIDA

COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Temporary: COVID-19 Inability to Return to Work Procedure

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Implementing Procedure For Policy #

Date Approved: 8/11/20

Division: Administration and Finance

In response to the COVID-19 pandemic, the College is initiating the following procedure for dealing with the return of employees to work assignments requiring physical presence on campus.

The College has implemented a *Statement of Inability to Return to Work Form* to document conditions related to the COVID-19 pandemic that may present challenges for employees who have been asked to return to onsite work assignments. The following steps should be taken in the event an employee wishes to submit a *Statement of Inability to Return to Work Form*.

1. Employee requests *Statement of Inability to Return to Work Form* from Vice President or Executive Director to whom the employee reports.
2. Employee completes *Statement of Inability to Return to Work Form* and submits to Human Resources a minimum of two weeks prior to the date employee has been asked to return to onsite work assignment.
3. Human Resources and appropriate Vice President review *Statement of Inability to Return to Work Form* to verify request meets identified conditions for accommodation and to determine the feasibility of approving an accommodation.
4. Appropriate Vice President completes approval section of *Statement of Inability to Return to Work Form*, documenting approved accommodations (if any), and files completed form in Human Resources.
5. Appropriate Vice President communicates decision to requesting employee.

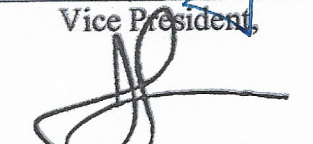
Requests for accommodations are not guaranteed. All requests are subject to the ability of the College to maintain continuity of operations in the employee's work area.



Vice President

8-11-2020

Date


Approved by President

8/11/20

Date