Welcome to your Employee Update. I’m Mary Hightower.

In this edition, we’re talking COVID.

We’re looking at June first for our move to Stage IV. This stage requires all employees to return from remote work unless one of two things happens:

* One, you have a written telecommuting agreement approved by the appropriate unit head and filed with human resources or
* Two, you’ve been granted a reasonable accommodating request under the Americans with Disabilities Act.

Be on the lookout for more information on what to expect during Stage IV – it will be coming soon.

One more note, when an employee has been away from work more than three consecutive working days, their supervisor must contact Human Resources on the employee’s behalf to determine the employee’s FMLA eligibility.

If you have questions about COVID, email [COVID@uada.edu](mailto:COVID@uada.edu).

For questions about HR, email humanresources@uada.edu

Thanks for listening. Catch you next time.