

WMSD COVID-19 REMOTE WORK LIMITATIONS

There has been some confusion about the duration of Remote Work allowed. See below for detailed explanation.

Working remotely is fulfilling a contract day, therefore it cannot deduct from any paid time off leave (PTO). PTO includes employee sick and personal leave, Arkansas ten days of C19 PTO, and Federal ten days of C19 PTO.

Key to understanding limits of remote work is defining **INSTANCE** versus **DAYS**.

Remote work **DAYS are limited** to the number specified by each INSTANCE of Covid19 quarantine. Quarantine is most often 14 consecutive calendar days that typically, but not always equates to 10 work days. Weekends and holidays can alter this a few days depending on start and stop dates. Therefore remote work INSTANCES may not always be 10 days of remote work. Could be less. Days do not rollover for remote work because remote work instances are not limited the same as Arkansas or Federal PTO days.

Remote work **INSTANCES are unlimited in quantity** until the leave policies expire, which is currently 12/31/2020. However, **INSTANCES are limited in availability/eligibility**.

<https://www.wmsd.net/covid19#h.lk7atwy4mbgg>

NOTE the above ONLY applies to REMOTE WORK. Arkansas and Federal PTO have entirely different limitations. Within link above see the WMSD COVID-19 Emergency Leave policies for Arkansas PTO limits. See the FFCRA link for limits of Federal PTO limits.