



**SAM HOUSTON STATE UNIVERSITY
FACULTY COVID-19 REQUEST FOR TEMPORARY REMOTE WORK
DUE TO LOSS OF CHILD CARE**

Requesting Employee's Name:	SAM ID:
Department:	College:
Requested Date(s) for Remote Work	

If you are requesting permission to temporarily work from home due to circumstances related to the COVID19 pandemic, please read and initial the following:

_____ I understand that this temporary remote work arrangement is only available to:

- (1) Faculty who no longer have access to a child care provider for their dependent child(ren) during the affected work hours, or
- (2) when the school the faculty member's dependent child(ren) attends is closed.

_____ I understand that this temporary remote work arrangement is not available to faculty members who elect to keep their children home from school or who otherwise have child care available to them.

_____ I understand that "child care provider" means someone who cares for my child(ren), which includes individuals paid to provide child care, such as a nanny, au pair, or babysitter. This also includes individuals who provide child care at no cost and without a license on a regular basis, such as a parent, grandparent, aunt, uncle, or neighbor.

_____ I understand that this opportunity to temporarily work remotely is a benefit, not an entitlement, and this accommodation terminates when child care becomes available or the child(ren)'s school re-opens for in-person classes.

_____ I understand that I must notify my department chair as soon as possible if child care becomes available or school has reopened for in-person classes.

_____ I understand that this request is subject to approval by my department chair and college dean.

By my signature below, I hereby affirm that all of the above information is true and correct to the best of my knowledge. I further affirm and acknowledge that this document is a government record, and that making, presenting, or using any such record with knowledge of its falsity is a criminal offense under state law. See Texas Penal Code § 37.10.

Employee

Date

Department Chair / NGL Executive Director

Date

Dean / Vice Provost

Date