



EASTERN CONNECTICUT STATE UNIVERSITY

Staff Summer Telework Request
June 1, 2026 – August 7, 2026

Staff may request to work remotely up to two (2) days per week for the period of June 1, 2026, through August 7, 2026, from their Division Heads. Guidelines for telework are as follows:

- Not all staff positions lend themselves to telework.
Staff must have technology at the telework site (it is not expected that the University will issue or provide employees with equipment needed for teleworking):
- Computer/laptop with audio, video, and internet capabilities
- Reliable telephone and internet access with sufficient speeds to complete work
- Computer software including MS Teams, Outlook, to include adequate security
Staff must be available to be reached via Teams, email, and telephone during regularly scheduled work hours.
Telework days cannot be consecutive workdays (for example Mon/Tue, Fri/Mon, etc.)
Staff must have a safe and secure workspace to perform work and to maintain confidentiality of work, data, and systems at all times.
Arrangements must be in place for physical office coverage especially in departments that offer direct services to students and/or the public.
While teleworking, staff may not provide childcare, eldercare, or similar day care services during regularly scheduled work hours.
Sick leave (e.g. SP, SFAM, SICK) must be reported to the supervisor while on an approved telework day, and recorded appropriately on the timesheet.
Record REGTC for hours worked remotely.
If the staff member's presence is required on campus on a telework day, the supervisor shall provide notice in advance as soon as possible. Staff must be able to report to campus within four (4) hours if their presence is needed on an approved telework day.

Name: _____ Job Title: _____

Department: _____ Immediate Supervisor: _____

Requested day(s) of the week: _____

Provide a plan or specific work to be performed on the telework day(s) (solely checking and responding to emails is not acceptable): _____

[] Approved [] Not Approved

Vice President/Provost/Division Head signature/date

C: Supervisor
Human Resources