Colleagues,

We have updated our guidance on telework to ensure that we exercise **maximum flexibility** in terms of work schedules, telework provisions, and leave. The updated guidance can be found here. Some important highlights are noted below:

**Alternative Work Schedules**
Employees may continue to work their Alternative Work Schedules (AWS) while teleworking, including compressed work schedule (CWS) and Flexible Work Schedule (Flexitour).

**Credit Hours and Core Hours**
Employees may continue to accrue and use credit hours. Until further notice, employees do not need to seek approval from a supervisor to earn more than two credit hours per day. In addition, normal core hours are suspended until further notice, meaning that employees can work at any time of the day and weekend. These two flexibilities will be assessed each pay period and are subject to change.

**Telework**
Unless you have been specifically identified by your Division, Office, or Regional Director as essential for on-site operations, all employees are required to telework. Employees are permitted to telework when children are in the home or telework site.

**Use of Leave**
Under circumstances that would normally require an employee to take leave (e.g., an employee is sick), the employee should request the appropriate type of leave. As noted above, supervisors will be flexible in approving requests to work flexible schedules and utilize credit hours to the maximum extent possible. In particular, because of the flexibilities noted above, employees generally are not expected to use leave because of child care responsibilities.

Employees are expected to work their full tours of duty as much as possible. While the FDIC will be flexible in terms of granting leave and approving schedules, as noted above, the FDIC expects employees to put in as much work as is reasonable under a particular employee’s circumstances. In addition to performing the essential functions of their job, employees are encouraged to use the time teleworking to tend to other work-related tasks, such as cleaning out their Outlook email, reading policies they have not previously had time to read in detail, testing new technology and software, or taking online training that will enhance their ability to do their job or promote professional development.

**Worklife Program**
As a reminder, the FDIC offers voluntary, confidential counseling and referral services free of charge to FDIC employees. The Worklife Program is available 24 hours a day, seven days a week and is staffed by professional counselors prepared to assist on a wide range of issues including: stress and health; family and relationships; and workplace, financial, and behavioral problems. You can call or email to be connected to a licensed counselor. Employees may also contact our clinical counselors to schedule telephonic appointments. We will host a webinar next week to discuss how to cope with stress and anxiety during this time. Additional information will be announced.
We continue to appreciate everyone’s flexibility and resilience. If you have a specific leave issue that needs attention, we encourage you to talk to your supervisor, who can coordinate with the Division of Administration and/or the Legal Division, as necessary.

Arleas Upton Kea
Deputy to the Chairman & Chief Operating Officer