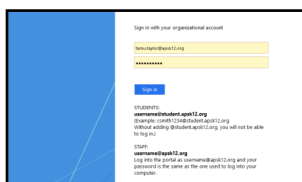


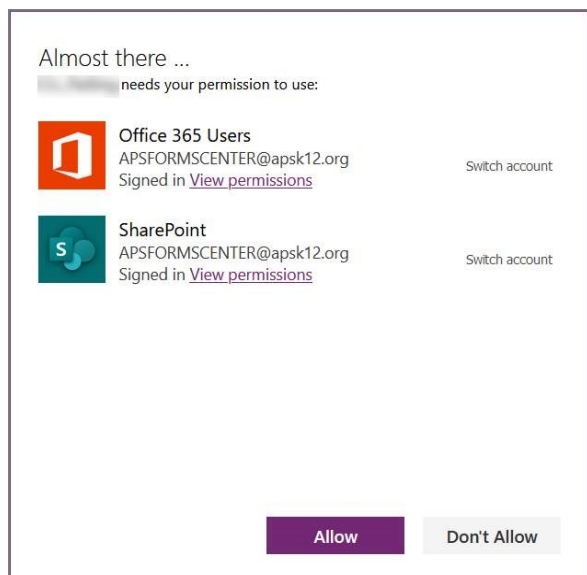
Telework/Leave Request Form Quick Reference

To use the Telework/Leave Request form, log into your Microsoft Office 365 account.

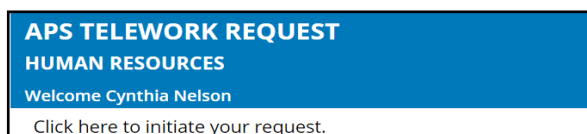
1. Open a Chrome browser and navigate to:
<http://tinyAPS.com/?RemLeave>
2. Sign in with your APSUsername@apks12.org and APS password.



NOTE: If this is your first time using the form you may see the screen below. Click **Allow** to continue.



Creating a Telework/Leave Request



1. Click **"here"** to initiate your request.
2. Answer all questions that apply to your personal telework or leave request situation.
3. Enter the following:
 - The primary reason for your request (if box appears)
 - Attach any documentation you have for your request
 - Date of Birth
 - Date of Start and Finish Telework / Leave Request
 - Primary Location
 - Best Phone Number where you can be reached
 - Enter Time Keeper's Name (last name, first name)
4. Click **Submit** or **Continue**.

APS TELEWORK REQUEST HUMAN RESOURCES

Welcome 12/3/2020 8:52 AM

Telework Eligibility Answer the questions below. Based on the answers given, the remaining questions will become enabled.

Do I hold a regular full or part-time job with APS? ☒ Yes ☐ No

Enter your Lawson Number: 111111

Has the District, my Department or Supervisor stated that I must report in person? ☒ Yes ☐ No

Is my position "essential"? ☒ Yes ☐ No

Did I receive a letter stating that my position is essential and the duties and tasks of my position require me to report to work in person? ☒ Yes ☐ No

*** Essential employees are those employees who are expected to report to work in the event of APS closure or other extraordinary circumstances.

Are my job duties amenable to a teleworking arrangement? ☒ Yes ☐ No

Do I have reliable access to the internet and phone services? ☒ Yes ☐ No

Do I have the equipment necessary to access all APS systems necessary to complete my duties? ☒ Yes ☐ No

Do I have a legitimate need for a teleworking arrangement?

Examples:

1. Under quarantine pursuant to federal, state, or local government order or advice of a health care provider;
2. Under quarantine while experiencing COVID-19 symptoms and seeking a medical diagnosis;
3. Unable to report to work because of a bona fide need to care for an individual subject to quarantine;
4. Unable to report to work because of a bona fide need to care for my child whose school or child care provider is closed or unavailable for reasons related to COVID-19 (expiring after December 31, 2020);
5. At high risk for COVID-19 infection per CDC guidance;
6. Caring for an individual in my household who is considered at high risk for COVID-19 infection per CDC guidance (expiring after December 31, 2020); or
7. For any other similar need.

Describe your reason for telework:

☒ Do you have documentation readily available to support your request (e.g., medical note, proof of school closure, etc.) (If so, please attach)

Your request may be denied without documentation attached.

Employee Birthdate: 12/31/2001

Requested Telework/Absence Start Date: 12/3/2020

Requested Telework/Absence End Date: 12/31/2021

Primary work site location:

Best contact phone number:

Best contact email address (APS or Personal):

Timekeeper Name:

SUBMIT

For other issues with this form, please create a ticket in [Nexus](#) for group IT-LS-BIZAPPS-SHAREPOINT and include a screenshot of this issue. Before submitting a ticket, please be sure all required fields have been entered or it will result in a delay in resolving your issue.

NOTE: If you select "Submit", your request will be submitted to the Office of Employee Relations (OER) for review. You have completed the form. The form will close and return you to the Dashboard view.

Entering a Request - 'Americans with Disabilities Act (ADA)'

APS TELEWORK REQUEST HUMAN RESOURCES

Welcome Stephanie Johnson-Bey 8/21/2020 12:03 PM

Do I qualify for an ADA accommodation?

Am I a qualified individual with a disability under the Americans with Disabilities Act ("ADA")? ☒ Yes ☐ No

Do I require teleworking as a reasonable accommodation for my disability? ☐ Yes ☒ No

1. Answer questions as they apply to you
2. Click **Submit** or **Continue**.

NOTE: If you answer Yes to the ADA questions and click "Submit", your request will be submitted to the Office of Employee Relations (OER) for review. You have completed the form. The form will close and return you to the Dashboard view.

Entering a Request - 'Leave Options'

1. Answer all questions on this page.
2. If it does not apply click **No**.

The screenshot shows the 'APS TELEWORK REQUEST HUMAN RESOURCES' form. The user is 'Jennifer Lang' and the timestamp is '12/3/2020 8:52 AM'. The form has a progress bar at the top with 'Do I qualify for any...' and 'Leave' sections. The 'Leave' section is active, showing 'LEAVE OPTION: Unpaid FMLA Leave'. Below this, there are three questions with 'Yes' and 'No' radio button options:

- Question 1: 'Am I an employee of APS who works at a qualifying site and who has been employed continuously for at least 12 months and has worked at least 1250 hours during the 12 month period immediately prior to requesting leave?' (Options: Yes, No)
- Question 2: 'Do I have any traditional FMLA leave allocation left for the current twelve-month period? *** Consider: Any EFMLEA leave taken counts against the total twelve week FMLA leave allocation.' (Options: Yes, No)
- Question 3: 'Do I meet any of the following criteria*:' (Options: Yes, No)

The criteria listed are:

1. Birth of a child or to care for a newborn child;
2. Adoption or foster placement of a child;
3. To care for my spouse, child, or parent(s), if that individual suffers from a serious health condition;
4. My own serious health condition which prevents me from performing my job functions;
5. Any qualifying exigency arising from the fact that my family member is a covered service member and is on covered active duty;
6. To care for a covered family member who is a covered service member and who suffers from a serious injury or illness incurred in the line of duty on active duty.

* See GARH-R(3) for more detail regarding these criteria. Note that APS has adjusted normal doctor documentation requirements in light of the difficulty of receiving prompt medical attention during the COVID-19 public health emergency.

3. Click **Submit**.

Viewing the Request Form 'Dashboard'

You will have access to the Dashboard to check on the status of your request. You will be able to view the request(s) you have submitted and responses to your request(s).

1. Navigate to <http://tinyAPS.com/?RemLeave>
2. Review the Request Dashboard

The screenshot shows the 'APS TELEWORK REQUEST HUMAN RESOURCES' dashboard for 'Stephanie Johnson-Bey' on '10/5/2020 11:02 AM'. It includes the Atlanta Public Schools logo and a link to 'Click here to initiate your request.' The 'Request Dashboard' section lists two requests:

- HRTELEWORK-999999 (Stephanie Johnson-Bey)**
Waiting for Office of Employee Relations response
Date of last action: 10/5/2020 11:03 AM
- HRTELEWORK-999999 (Stephanie Johnson-Bey)**
Waiting for Office of Employee Relations response
Date of last action: 10/5/2020 11:02 AM