

## DCFS COVID-19 Employee Dependent Care Form Instructions

*\*All forms and documentation referenced in these instructions are to be completed, signed and submitted electronically using the Adobe DC Reader- Fill & Sign and Certificate Stamp features. As each signature is affixed to a form, that person must add his/her initials to the file name when saving it. The newly signed file can then be emailed to the next recipient.*

Step 1	Any employee in need of a temporary schedule accommodation due to dependent care challenges must submit the completed and signed <a href="#">Employee Dependent Care Form</a> along with supporting documentation for each child (letter from school/childcare, printed schedule from school's website, etc.) to his/her immediate supervisor.
Step 2	The immediate supervisor must schedule a conference with the employee to review the documentation and discuss options for alternate schedule proposal(s) that will satisfy the needs of the employee for schedule flexibility in order to separate working from caring for children and/or assisting children with school work while also providing an ability separate and to maintain the DCFS workload requirements.
Step 3	The employee must complete the <a href="#">DCFS COVID-19 Temporary Work Schedule Form</a> selecting the best option for addressing the employee's needs as well as those of the Department and describing the proposed schedule change. The employee will sign and date the request and submit it to the immediate supervisor for approval.
Step 4	The immediate supervisor will select "Yes" or "No" to indicate approval or non-concurrence and sign the DCFS COVID-19 Temporary Work Schedule Form. A) If declined, the supervisor and employee may together develop an alternative plan and the employee may resubmit the DCFS COVID-19 Temporary Work Schedule Form describing the new plan. If the employee and supervisor are unable to agree on an alternate schedule, the supervisor shall select "No" on the approval line then send a copy of the disapproved packet that includes the two forms and the supporting documentation up the chain of command to the Manager for review and approval, or B) If approved, the supervisor shall select "Yes" on the approval line then send the packet that includes the two forms and the supporting documentation up the chain of command to the Manager for review.
Step 5	The Manager will review the recommendation in relation to the Unit workload and staffing configuration to determine the feasibility of granting the requested temporary alternative schedule. A) If the Manager determines that it is <i>not</i> in the best interest of the Department to approve the request, s/he will return the packet to the supervisor and may provide modification instructions. If s/he does not agree with the proposed alternate schedule, the Manager shall select "No" on the approval line then send a copy of the disapproved packet that includes the two forms and the supporting documents up the chain of command to the Delegated Appointing Authority for review and approval, or B) If the Manager determines that the request can be granted without negative impact to the Unit's productivity, s/he will select "Yes" on the approval line then send the request packet to the Delegated Appointing Authority recommending approval.
Step 6	The Delegated Appointing Authority will review the recommendation to assure consistency across all decisions and to verify the feasibility of approving the requested temporary alternative schedule. A) If the Delegated Appointing Authority accepts the Manager's recommendation, s/he will select "Yes" on both forms then sign and return them to Manager. A copy of the signed forms and documentation must be distributed by the Manager down the chain of command and to Human Resources Section. The approved alternate work schedule will begin at the start of the next pay period, or B) If the Delegated Appointing Authority disapproves the request, s/he will select "No" on both forms before signing them. The signed forms packet must be returned to the Manager for notification down the chain of command for record keeping. The decision of the Delegated Appointing Authority is a final determination. If the proposed alternative schedule is declined, the employee must continue to work his current schedule without adjustment and may elect to request leave for scheduled work hours when s/he is not available for work because of the need to assist his/her child with school.
Step 7	Any employee experiencing a change to child's school/childcare schedule must notify his/her supervisor and submit the change and supporting documentation on a new Employee Dependent Care Form. If a change to the employee's work schedule is also needed, a new DCFS COVID-19 Temporary Work Schedule Form must also be submitted. Approvals granted for this purpose are temporary and employees are required to recertify every 60 days.