

**From:** [McGrail, James](#)  
**To:** [USNH](#)  
**Subject:** Flexible Work Arrangements  
**Date:** Sunday, March 15, 2020 6:11:58 PM

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Dear Colleagues,

I am resending the message below. With all NH public schools closing for three weeks, I wanted to resend the message below. We ask all our employees to use good, sound judgement around their personal working arrangements. As you are all experiencing, this is a fast evolving situation and things are changing rapidly. Please check your emails frequently as we send updates and FAQs. The leadership will be working diligently throughout this and keeping us informed.

Dear Colleagues,

The safety and well-being of our staff, faculty and students remain our top priorities. As prior communications have indicated, the office remains open. We need to ensure that we continue to meet the needs of our colleges and universities. These are extraordinary times, however, and we understand there could be a number of reasons why you might want to consider a flexible work arrangement for the coming weeks. There is a USNH policy that governs flexible working arrangements. However, due to COVID-19 concerns, we have made it an easier process to request a flexible work arrangement.

Please take the following steps to request a flexible work arrangement:

- Think about if and how your work can be successfully completed remotely.
- Request to work remotely in writing to your supervisor. This can be done via email.
- The written approval of your supervisor is necessary.
- **This approval process will be in effect through April 3, 2020.**

We recognize that employees and supervisors will have many questions about these arrangements. We are working on a FAQ document that will be posted soon.

Sincerely,

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Chief Human Resources Officer

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