

Remote Work Policy for Personal Emergencies

1. Purpose

This policy provides guidelines for employees who need to work remotely due to personal emergencies. The intent is to support employees in managing unexpected situations while ensuring that work can continue effectively.

2. Scope

This policy applies to all full-time employees who may need to work remotely on a temporary basis due to personal emergencies. Examples of personal emergencies include, but are not limited to, the following:

- **Medical emergencies:** Employee or immediate family member requires urgent care.
- **Family emergencies:** Sudden need to care for a dependent or family member.
- **Other personal crises:** Significant life events that require immediate attention.

3. Eligibility

Employees may request remote work during a personal emergency if their job duties can be performed outside of the office. Approval will be at the discretion of the employee's manager or supervisor, based on the nature of the emergency and the employee's ability to maintain productivity.

4. Request Procedure

1. **Notification:** Employees must notify their supervisor as soon as possible when a personal emergency arises that necessitates remote work.
2. **Approval:** The supervisor will assess the situation and determine whether remote work is feasible based on the employee's role and the nature of the emergency.

5. Remote Work Expectations

- **Availability:** Employees are expected to be available via phone & email during their regular working hours unless otherwise agreed upon with their supervisor.
- **Communication:** Employees should maintain regular communication with their team and supervisor via email, phone, or other designated communication tools.

6. Duration

Remote work arrangements for personal emergencies are intended to be temporary. The duration will be determined based on the specific situation and will be reviewed regularly by the supervisor.

8. Return to Office

Employees are expected to return to the office as soon as the personal emergency has been resolved or when deemed necessary by their supervisor.

7. Confidentiality and Security

Employees must adhere to all company policies regarding confidentiality and data security while working remotely. This includes the proper handling of sensitive information and using secure connections for accessing company systems.