

Sample Notice to employees re: childcare

As the COVID19 may impact our families' school districts, there may be employees who may be affected by not having childcare for their children. [ED] has approved employees in this situation, if schools are closed, to go in the negative on accrued time if necessary. I will be keeping track of all COVID19 used hours separately from accrual balances. Please note, if you can get partial day childcare services, please report to work for those hours.

When the threat has passed, we will work with employees to make up that time; either by working at special events housing authority is hosting, working some evenings, or weekends.

Please know we are working to ensure we are secure in helping our families stay safe during this situation.