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## Information on telework and other leaves of absence

(Version March 13, 2020)

Regarding teleworking and other leaves of absence, the Rectorate requests all heads of the faculties, departments, staff units, divisions and service units to take the following actions until and including 14 April 2020:

- Firstly, it must be examined in the next few days as quickly as possible whether or not tasks can be carried out through teleworking. In these cases, teleworking shall be favored in order to reduce social contacts as far as possible.
- If teleworking is possible, it shall be implemented with the superior in a verbal or written agreement, regardless of the current directive for teleworking, up to the full extent of the employment and is then approved. The superior has to document the agreements. If no business laptop is available, it is intended to set up a VPN access on private devices for a limited period of time if possible (information from DLE EDV will follow).
- In the case of teleworking, normal working hours shall not be exceeded. It is not possible to build up time credits or overtime.
- For tasks that require physical presence at the university, it is necessary to ensure self-protection and the protection of others (especially maintaining a distance of at least 1m, regular hand washing, and no handshakes).
- If teleworking is not possible, the following groups of persons are to be released from work with continued remuneration (in this context reduction of time credits is recommended):
  - Persons with serious previous illnesses, chronic diseases and immune deficiency (at their own request)
  - Persons over the age of 60
  - Persons with care responsibilities, unless other care services can be organized. Accommodation in kindergartens (Campus Kids,..), schools and with grandparents is not an option!